



## **CITY OF LAS VEGAS SAFETY MANUAL**



**Safety Is a Full-Time Job, Don't Make It a Part-Time Practice**



Resolution # 15-57

Adopted on November 18, 2015

# CITY OF LAS VEGAS

## SAFETY MANUAL

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## **PURPOSE**

The City of Las Vegas is to provide a variety of services essential to the health and well being of the community and its citizens. City employees are obligated to provide the highest quality of service to the citizens of Las Vegas, New Mexico. Incidents, which can result in injury to employees and/or damage to property, delay or prevent the successful accomplishment of that purpose.

Therefore, the City of Las Vegas' policy is that no job or task performed to provide City services is so urgent or important that it must be completed without due regard for the safety of persons or property.

Department heads shall provide, to the maximum extent possible, all of their employees with safe working conditions so that the employees may perform their jobs without endangering their safety or health. These conditions include, but are not limited to the following:

- A safe place to work,
- Safe equipment with which to work,
- Proper training in safe work procedures,
- Adherence and enforcement of all applicable safety rules

## **Compliance**

The City of Las Vegas shall use the Code of Federal Regulations, 29 CFR 1910 and 1926, the Occupational Safety and Health Act (OSHA), AWWA standards as safety guides to ensure that safe working conditions are in effect. The City of Las Vegas shall also abide fully with all other applicable federal, state and local regulations, which have jurisdiction over the City of Las Vegas facilities and personnel.

## **Training**

Safety Counseling Inc. can provide customizable safety training and assessments in a variety of areas. A few are listed below:

Back Injury Prevention  
Job Hazard Analysis  
Ergonomics and Workplace Assessments  
Hazard Communications  
Personal Protective Equipment  
Trenching and Excavating

**City of Las Vegas  
Safety Manual**

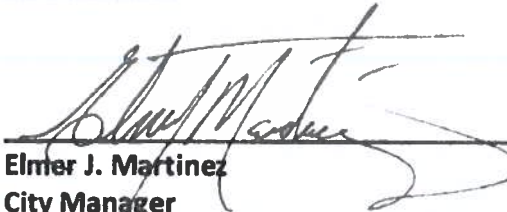
**Administrative Determination**

It is the policy of the City of Las Vegas and its Governing Body that the City Manager is responsible for the enactment of a Safety Manual for the City of Las Vegas in accordance with O.S.H.A. and all other applicable Federal and State Laws. He may discharge and delegate this authority to the Safety Officer and staff.

The rules and regulations contained in this Safety Manual have been compiled from the latest and best available sources of safety information, accident prevention, and from the City's own practical experiences. This information is presented as a guide for the promotion of safety methods in all City work operations.

Safety is of prime importance to every employee. Therefore, each employee is expected to follow safe practices and adhere to safety rules and regulations as set forth herein.

The undersigned City Manager of the City of Las Vegas being its Chief Administrative Officer does hereby certify that the foregoing is a true and correct copy of the Safety Manual as revised under date of November 18, 2015.

  
Elmer J. Martinez  
City Manager  
City of Las Vegas

11/23/15  
DATE



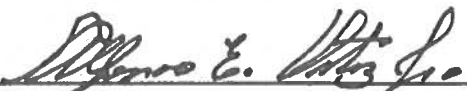
## INTRODUCTION


This Safety Manual is targeted primarily for employees of the City of Las Vegas, New Mexico.

A key factor in implementing this Safety Manual will be the strict compliance to all applicable policies and procedures outlined in this manual.

We recognize Gilbert E. Martinez, Safety Officer for the City of Las Vegas and the primary informant for compiling this manual.

Along with Mayor Alfonso E. Ortiz, Jr., City Manager Elmer J. Martinez and Safety Officer Gilbert E. Martinez, we are committed to constant safety in the workplace. This must be a team effort. Together, we can prevent accidents and injuries and keep each other safe and healthy in the work that provides our livelihood.

  
\_\_\_\_\_  
Alfonso E. Ortiz, Jr., Mayor

  
\_\_\_\_\_  
Elmer J. Martinez, City Manager

  
\_\_\_\_\_  
Gilbert E. Martinez, Safety Officer

Adopted and revised this Eighteen day of November 2015

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## **SECTION I**

### **SAFETY RULES AND REGULATIONS**

#### **1-1 GENERAL**

**1-1.1 The rules and regulations in this Safety Manual shall extend to each and every employee of the City of Las Vegas.**

**1-1.2 The Standard Operating Procedures/General Orders adopted by the Police Department are attached here to and by reference made a part hereof. Where there is a conflict between the Safety Manual and the Standard Operating Procedures/General Orders, the Standard Operating Procedures/General Orders will govern for Police Department employees.**

**1-1.3 The Regulations adopted by the Fire Department are attached here to and by reference made a part hereof. Where there is a conflict between the Safety Manual and Fire Department Regulations, the Fire Department Regulations will govern for Fire Department employees.**

**1-1.4 Each employee shall be issued a copy of the Safety Manual and shall be required to review the rules. Human Resources shall issue a copy to new employees at the onset of their employment within a time period not to exceed thirty (30) days.**

**1-1.5 Employees will take every possible precaution to prevent accidents to themselves, their fellow employees and the general public.**



**1-1.6 Unsafe practices or conditions shall be reported immediately to the Supervisor.**

**1-1.7 Safe work practices and procedures established for all departments SHALL BE OBSERVED.**

## **1-2 DEFINITIONS**

**For the purpose of City of Las Vegas Safety Manual:**

**A.N.S.I.: American National Standards Institute**

**Active Area:**

a). The right-of-way boundaries of construction grade and/or maintenance of streets or roadway grade.

b). Other work activity (in progress), which presents potential personal injury hazards. This includes industrial shop areas, i.e. equipment and maintenance, welding, carpentry, sign, park and recreation facility maintenance and repair.

c). Includes on-site inspections, job interview, work production on road medians, fence work and weed cutting (by hand or power mower). Inspectors in construction areas, and parks and recreational maintenance on City parks.

**Appeals:**

a). Any recommended changes or updates to the Safety Manual shall be made to your respective safety liaison, chairperson of safety committee, safety officer or city manager.

b). Appeals for final action shall be made by city manager thru safety committee.

**Chairman:** The person chairing the Safety Review Committee and/or Safety Committees or sub-committees as they arise.

**City Manager:** The senior administrator/manager of the City of Las Vegas empowered by the Governing Body.

**City Attorney:** The City office/unit manager by the City's Chief Counsel and includes all attorneys assigned to the department and those under contract with the City.

**City Employees:** All personnel employed by the City of Las Vegas for specific job tasks and in their respective classifications. Volunteers in any area for the explicit purpose of performing a task or function for the City are also subject to the same requirements of classified/salaried City employees.

**Contractors:** Persons and/or firms contracted by the City to perform work on behalf of the City of Las Vegas.

**Flagman:** As used in this Manual shall be interpreted to be synonymous with Flag woman for Flag person or in the plural context. \*Note - Any other word in this Manual (he, she, chairman, etc.) that may suggest discriminating against the opposite sex shall be interpreted as noted in "Flagman".

**Incident:** An occurrence or condition which causes/could cause a personal injury or vehicle/equipment accident or property damage, or which creates or contributes to hazardous job site/work and/or road conditions. This term may be used to include those occurrences which may lead to one of the aforementioned situations as well as repeated failure to comply with the requirements of this Manual.

**Instructions:** As used in this Manual, instruction shall mean training for safety proficiency or training as a result of safety infractions. Any such instruction shall be documented. Such documentation shall be distributed to the appropriate Department, Safety Officer, Safety Liaison, City Attorney, and City Manager if the training resulted from a Safety Committee ruling.

**Supervisor:** An employee assigned by the Director to be in charge during his/her absence.

**Legal Authority:** Law enforcement authorities (including but not limited to State Police, City Police and Sheriff's Department).

**OSHA:** Occupational Safety Health Administration

**N.F.C.:** National Fire Code and its N.F.P.A. parts/sub-parts.

**N.E.C.:** National Electric Code.

**N.F.P.A:**      **National Fire Protection Association.**

**Observation Period:** As used in this Manual, shall mean a time frame of observed performance during which the employee must demonstrate restraint from repeated infractions for which the observation period was imposed.

**Work Day(s) - Week(s):** Regularly scheduled day(s) / week(s) of work regardless of the number of hours scheduled to be worked on the affected day(s) / week(s) and/or work shifts (includes staggered or continuous work shifts)

### **1-3    INTOXICANT AND NARCOTIC DRUGS**

**1-3.1**    The use of any kind of intoxicant or narcotic drug during working hours is forbidden. Use of a prescribed narcotic drug shall be reported to Supervisor immediately.

**1-3.2**    All employees covered by this Manual are subject to the City's Drug and Alcohol Abuse Policy.

### **1-4    PERSONAL INJURY AND ILLNESS - REPORTING PROCEDURES**

**1-4.1**    It shall be the responsibility of every city employee to report all accidental injuries or illnesses arising out of and in the course of employment including occupational disease and disablement regardless of severity to each of the following:

- a)        Supervisor, Lead person or Department Director**
- b)        Risk Management Coordinator HR**
- c)        Safety Officer**
- d)        Safety Liaison**

Reporting shall be made immediately by the injured employee if possible or, by an employee/witness if the injured is unable to do the reporting because of the extent of injuries.

**1-4.2 All employee injuries, including minor injuries, must be reported immediately to supervisor.**

**1-4.3 Whether or not an employee elects to seek medical attention, the employee and his supervisor must jointly complete the Notice of Accident form and submit the form to the Risk Management/Safety Division within 24 hours of the injury.**

**1-4.4 If an employee does want to receive medical attention, the employee will first report the injury to his/her supervisor and then report to the City's Human Resources Risk Management. They will provide a designated medical provider for a medical evaluation and/or treatment.**

**1-4.5 Responsibility for notification to persons designated in 1-4.1 shall be by the following persons and in the following order:**

**Employee: however if employee is unable to report by person of incapacitation, then it shall be the responsibility of the Supervisor to notify; however, if the Supervisor is not available then it shall become the responsibility of the lead person to notify; however, in the event neither the Supervisor nor the Lead person is available, it shall be the responsibility of the Department Director to comply with Section 1-4.1.**

**Notification shall be done within the same work day but in any event within 24 hours of the accident/injury**

**1-4.6 It shall be the responsibility of the employee, Forman, supervisor, manager to properly fill out the Notice of Accident Report Form (E1.1 Form) and submit to the Human Resources office immediately.**

**1-4.7 On-the-job fatalities shall be reported to the Safety Officer and Police Department immediately. The Safety Officer shall then immediately notify the City Manager and City Attorney**

## **1-5 VEHICLE & EQUIPMENT ACCIDENTS - REPORTING PROCEDURES**

**1-5.1 It shall be the responsibility of each employee to report each accident/incident regardless of severity. Incidents involving the City-owned vehicles, equipment or private vehicles while on City business must be reported. Whomever is hurt, whose property is damaged or the extent or reason for the accident or incidents in which motorists immediately stop and claim damage to City vehicles and equipment.**

**1-5.2 Any incident as defined in 1-5.1 must be reported to:**

- a) Police Department**
- b) Supervisor, Department Director**
- c) Risk Management Coordinator (Insurance) HR**
- d) Safety Officer**
- e) Safety Liaison**

**It is the responsibility of the employee to notify Police Department immediately when there is damage to property or to other vehicles and equipment as a result of a motor vehicle accident. The damage to property or vehicle and equipment MUST BE REPORTED IMMEDIATELY.**

**1-5.3 Responsibility for notification to persons designated in 1-5.2 shall be by the following persons and in the following order:**

**Employee; however if employee is unable to report by reason of Incapacitation, then it shall be the responsibility of the Supervisor to notify; however, if the Supervisor is not available then it shall become the responsibility of the Lead person to notify; however, in the event neither of the Supervisor nor the Lead person is available, it shall be the responsibility of the Department Director or Safety Liaison to comply with Section 1-5.2.**

**1-5.4 The operator of a City vehicle/equipment involved in injury, death, and/or property damage shall immediately, by the quickest means of communication, give notice of such accident to the Police Department and the Safety Officer.**

## **1-6 LINE LOCATES**

**1-6.1 The purpose of this section is to prevent injury to persons and damage to property from accidents resulting in damage to pipelines, underground electric utility lines, cable television lines and related facilities by excavating and blasting.**



**1-6.2 Definitions for purposes of this Section:**

- A. "Blasting" means the use of an explosive to excavate.**
- B. "Excavate" means the movement or removal of earth using mechanical excavating equipment or blasting and includes auguring, backfilling, digging, ditching, drilling, grading, plowing in, pulling in, ripping, scraping, trenching and tunneling.**
- C. "Mechanical excavating equipment" means all equipment powered by any motor, engine or hydraulic or pneumatic device used for excavating and includes bulldozers, back hoes, power shovels, scrapers, draglines, clam shells, augers, drills, cable and pipe plows or other plowing-in or pulling-in equipment.**
- D. "Pipeline" means a pipeline or system of pipelines and accessories for the transportation or movement of any gas, mixture of gases or petroleum products suitable for domestic or industrial fuel; water or wastewater also.**
- E. "Underground utility line" means an underground conduit or cable, including fiber optics, and related facilities for transportation and delivery of electricity, telephone or telegraphic communications, gas, and waste water or water.**
- F. "Cable television lines and related facilities" means that facilities of any cable television system or closed-circuit coaxial cable communications system or other similar transmission service used in connection with any cable television system or other similar closed-circuit coaxial cable communications system.**
- G. "Underground facilities" means any tangible property described in Subsections D through F of this Section which is underground.**
- H. "Person" means any employee or contractor.**
- I. "Means of location" means a mark such as a stake in earthen areas or a paint mark in paved areas which is conspicuous in nature which is designed to last at least five days if not disturbed.**
- J. "Reasonable advance notice" means two working days.**

**1-6.3 Excavation. Every person who prepares engineering plans for excavation or who engages in excavation shall:**

**A. Make reasonable efforts to inform himself of the location of any underground facility in or near the area where the excavation is to be conducted, including a request to the owner or operator of the underground facility to locate the underground facility pursuant to Section 1.6.2.**

**B. Plan the excavation to avoid or minimize interference or damage to underground facilities in or near the excavation area:**

**C. Provide reasonable advance notice of the commencement, extent and duration of the excavation work to the owners of any existing underground facility in and near the excavation area in order to allow the owners to locate, and mark the location of the underground facility.**

#### **Section 1-6.4 Prior to the Commencement of Work in the Excavation Area:**

**D. Prior to initial exposure of the underground facility, maintain at least an estimated clearance of eighteen inches between existing underground facilities for which the owners or operators have previously identified the location, and the cutting edge or point of any mechanical excavating equipment utilized in the excavation.**

**E. Provide such support of existing underground facilities in or near the excavation area as may be reasonably necessary to prevent damage to them.**

**F. Backfill all excavations in a manner and with materials as may be necessary to prevent damage to and provide reliable support during the following backfilling activities for pre-existing underground facilities in or near the excavation area.**

**G. Notify as promptly as possible the owner of any underground facilities which may have been damaged or dislocated during the excavation work.**

#### **1-6.5 Marking of Facilities**

**A. Every owner or operator of an underground facility shall, upon the request of a person intending to commence an excavation and upon reasonable advance notice locate and mark on the surface the actual horizontal location within twelve inches by some means of location the underground facilities in or near the area of the excavation so as to enable the person engaged in excavation work to locate the facilities in advance of and during the excavation work.**



**B. If the owner or operator fails to correctly mark the underground facility after being given reasonable advance notice and such failure to correctly mark the facility results in additional costs to the person doing the excavating, then the owner or operator shall reimburse the person engaging in the excavation for the reasonable costs incurred.**

**C. Marking your area for line locates with proper paint colors. Not to cause confusion as line locators' mark in their specific colors for their service, Red, Blue White, Green etc.**

## **1-7 PERSONAL PROTECTIVE EQUIPMENT - SAFETY GEAR & DEVICES**

**1-7.1 Employees shall wear protective equipment as required. The director in charge or in his absence the supervisor in charge shall assure that all employees wear the necessary Protective devices which have been issued and required**

**A) Hard Hat**

**B) Fluorescent Vest**

**C) Leather Gloves**

**D) Safety Glasses/Goggles**

**E) Steel Toe Boots or Composite**

**F) Rubber Boots (If Required)**

**G) Coveralls**



**1-7.2 Supervisors shall have the responsibility of insuring that employees use protective devices when required and that such protective devices are periodically checked and replaced when circumstances warrant. All safety equipment is to be issued from our inventory department.**

## **1-8 PROTECTIVE FOOTWEAR**

**1-8.1 Thin sole, badly worn or open-toed shoes shall not be worn while performing field work or shop warehouse duties. Protective footwear is required to be worn.**

**Regular status, part-time and temporary status employees assigned to perform field work or shop warehouse duties shall be required to wear protective, steel-toe, composite, footwear.**

**Prospective part-time and temporary status employees shall be informed that they will be required to provide their own protective steel-toe footwear prior to beginning employment. At the discretion of the Department Director, part-time and temporary status employees may be given two (2) weeks in which to purchase the required protective footwear prior to reporting for work. If said employees are unable to provide the required protective steel-toed footwear, it shall be considered that they do not meet the requirements of the position.**

**Protective Footwear Specifications:**

- Slip-on or lace-up style**
- Top quality leather**
- 6" top must be above ankle**
- Sole and heel to be slip resistant or leather with proper oil resistant treatment**
- Color: Brown or Black**
- Footwear must be composite or steel-toed with leather lined inside**
- Footwear to be steel-toe OR composite**



**The above specified protective footwear is provided by the City of Las Vegas to regular status employees and it is mandatory that said protective footwear be worn during working hours. Part-time and temporary status employees are required to wear the above-specified footwear, however, other types of protective footwear may be accepted providing it is constructed with steel shank and steel toe cover.**

**EXCEPTIONS -- MEDICAL REASON:**

**An individual who is unable to wear steel-toed, steel-shanked protective footwear due to medical reasons, shall be required to provide written notice from their doctor to this effect explaining the reason. Said notice shall be submitted to the Department Director with a copy forwarded to the City Safety Officer.**

**1-9 HARD HATS**

**1-9.1 All employees including Department Directors and Supervisors shall wear a department-approved hard hat which shall meet or exceed A.N.S.I. 289.1 & A.N.S.I. 289. 2-1971 specifications for hard hats during and under the following conditions (Revised &**

**Adopted November 21, 1990 by Safety Committee): (Baseball Caps shall not be worn under hard hats, under no circumstances.)**

**Please Note: (NO PURCHASES OF ANY SAFETY EQUIPMENT UNLESS APPROVED BY SAFETY COMMITTEE)**

**A) While operating heavy or light equipment, and while in the vicinity of such equipment. No hard hat is required on small equipment if it's equipped with seat belt, roll bar/cage, i.e. - grass mowers / small tractors.**

**B) While in and around shop areas during working hours.**

**C) While performing work in areas where the possibility exists that items, equipment, materials, structures or articles of any sort may fall on the individual or where the individual may hit, bump into, or scrape his/her head against sharp or jagged items, equipment, materials, structures or articles of any sort. While operating weed eaters trimming trees etc.**



**D) While performing work in excavated trenches and construction sites.**

**E) While operating weed eaters, trimming trees, mowing etc.**

**F) Any time you enter a work site.**

**(Decorative hard hats (cowboy) are not an approved hard hat.)**

### **When Required:**

**1.9.2 Hard hats are not required to be used when the employee, Department Director or Supervisor is:**

**A) Driving or riding in a City vehicle such as a passenger vehicle, pick-up suburban, utility truck, 30 cubic yard packer trucks and street sweepers backhoe, track hoe etc.**

**B) While preparing paper work or conducting business inside Offices, Waste Water Department Laboratory, or the Water Treatment Plant.**

C) While performing such work as painting or performing general janitorial work in City buildings, not under construction.

D) While reading utility meters out in the field, unless the possibility exists that an object or structure, may fall upon the individual or where the individual may hit, bump into, or scrape his/her head against sharp or jagged object(s).

E) While responding to customer/citizen complaints out in the field on a person-to-person basis.

**1-9.3 Garage Servicemen and Solid Waste Maintenance Servicemen or other employees assigned and authorized to work in the mechanical maintenance areas are to wear bump caps inside the shops only and these may be removed only when laying down working under equipment. Use of such bump caps are not authorized for any other position classification.**

**1-9.4 Employees shall be responsible for insuring their own safety by adhering to all safety regulations including, but not limited to, areas posted as "Hard Hat Areas" and shall use common and practical sense in the various work situations and conditions as they relate to the use of hard hats.**

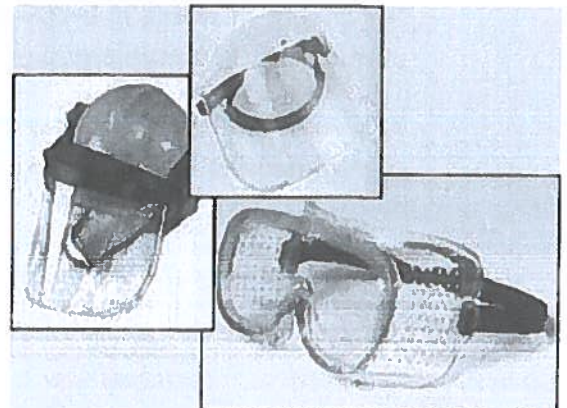
## **1-10 SAFETY VESTS**

**1-10.1 A florescent yellow safety vest, shall be worn by all employees when they are afoot on a grade, or within the limits of the right-of-way of any City street, thoroughfare, easement or access to public roadways.**

**1-10.2 All employees including Directors, Managers and Supervisors working or visiting an active pre-construction, ongoing construction, or maintenance area shall wear a City approved safety vest and hard hat.**

## **1-11 EYE AND FACE PROTECTION**

**1-11.1 Protective eye and face equipment shall be used where there is a reasonable probability of injury that can be prevented by the use of such equipment. Eye and face protection shall be made conveniently available by the immediate supervisor suitable for the work to be performed. It shall be the responsibility of the immediate supervisor to provide proper eye and face protection and**



**it shall be the responsibility of the employee to wear proper eye and face protection at all appropriate times.**

**1-11.2 Eye and face protection shall be provided where machines or operations present the hazard of flying objects, flying particles, weed eaters, glare, corrosive vapors, liquids, injurious radiation or where a combination of these hazards are likely to be present.**

**1-11.3 Eye protection (safety glasses, goggles, and/or face shields) shall be used when working around dry cement or lime, excessive dust, splashing wet cement, drilling, grinding, scraping, reaming, welding and torch cutting, sawing or cutting, (either manually or power), cutting stranded wire rope or cable, wire brushing concrete or steel or other objects, mowing, weed eaters, tree trimming, burning weeds or brush, all kinds of pounding, pick axing, compacted frozen ground, sledging stone, compressed air tools, chipping, sand blasting, cutting brush or vegetation, involved in or being around the demolition of buildings or structures, when working with batteries, when lighting natural gas pilots and in every other necessary instance.**

**1-11.4 Eye and face protection shall be kept clean and in good repair and periodically disinfected as the case may warrant.**

## **1-12 CONTRACTORS**

**1-12.1 Any person and/or firm hired by the City of Las Vegas as a construction contractor will be required to abide by these Safety Rules and Regulations while performing services for the City of Las Vegas. Job Hazard Analysis (JHA) is to be completed by construction contractor within a construction zone.**

## **1-13 CONFINED AND/OR ENCLOSED SPACES**

**1-13.1 All employees required to enter into confined or enclosed spaces shall be instructed as to the nature of the hazards involved, the necessary precautions to be taken, and in the use of protective and emergency equipment required. Employees must be trained in confined space, use of specific equipment, harness, oxygen tester etc. and call Fire Department before entering pit. Fill out specific forms. The City of Las Vegas shall comply with any specific regulations that apply to Confined Space work in dangerous or potentially dangerous areas.**



**1-13.2** For purpose of subsection (1) of this Paragraph "confined or enclosed space" means any space having a limited means of egress, which is subject to accumulation of toxic or flammable contaminants or has an oxygen deficient atmosphere. Confined or enclosed spaces include, but are not limited to, storage tanks, process vessels, bins, boilers, ventilation or exhaust ducts, sewers, underground utility vaults, tunnels, pipelines, and open top spaces more than 4 feet in depth such as pits, tubs, vaults and vessels.

**1-13.3** Employees shall not enter a confined space without a qualified person.

**1-13.4** Employees shall not enter a confined space without proper training and authorization and without another employee being present and prepared during the time the employee is in the confined space

**1-13.5** All employees who work within confined spaces need to be properly trained. Follow the confined space policy or (SOP) Standard Operating Procedure.

## **SECTION II**

### **SAFETY LIAISON COMMITTEE**

#### **2-1 Safety Liaison Committee**

**2-1.1** There shall be established a Safety Liaison Committee whose responsibility is to review all reported vehicle/equipment accidents; property damage, personal injuries, incidents, recommend corrective action, assessments, or changes, to the Safety Officer and City Manager. The Safety Liaison Committee shall meet once a month to review reports.

The Committee shall recommend to the Safety Officer of any safety issues for their respective departments.

**2-1.2 The members of the Committee serve a dual role while on the Committee. They are selected by their respective Director to represent their Department and are personal representatives of the City Manager to the committee**

**2-1.3 The membership of the Safety Liaison Committee shall consist of the following:**

- a) Public Works Department (1)**
- b) Utilities Department (1)**
- c) Human Resources Department (1)**
- d) Housing Department (1)**
- e) Police Department (1)**
- f) Fire Department (3)**
- g) Safety Officer (1)**
- h) Attorney (1)**

**The number of members shall not exceed ten (10) in number. With the representation of the Attorney and Safety Officer the total number of positions shall not exceed twelve (12) in number.**

**2-1.4 The City Manager may designate a representative from his office to serve on the Committee, at his discretion.**

## **2-2 SAFETY COMMITTEE**

**2-2.1 There shall be established a Safety Committee whose responsibility is to review all reported vehicle/equipment accidents, property damage, personal injuries, incidents, near misses that need recommend corrective action, assessments, or changes, to the Safety Officer and City Manager. The Committee shall recommend approval or disapprove safety equipment purchases (hard hats etc.) The City manager has final approval.**

**2-2.2 Providing safe working conditions is of critical concern. Thus it's important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions for employees. The purpose of the Safety Committee is to review safety policies and recommend modifications as necessary to the City Manager. The committee shall meet monthly or as required by management.**

**2-2.3 The Safety Committee shall be composed of the following members:**

**Two (2) bargaining members from Las Vegas Fraternal Order of Police (LVFOP)**

**Two (2) bargaining members from American Federation State County Municipal Employees (AFSCME)**

**Two (2) bargaining members from International Association Fire Fighters (IAFF)**

**Two (2) non bargaining members of management**

**One (1) non bargaining member from legal department and Safety Officer**

**The respective union presidents shall make their appointments of bargaining members for the Safety Committee.**

**The City Manager shall appoint the non-bargaining members of management for the Safety Committee.**

**2-2.4 A member of the Committee shall be elected and designated as the Chairman and shall serve for a one year term. This post shall serve to ensure the Committee is chaired in the event the Chairman is unable to attend. When a Chairman is elected, the position of Vice-Chairman shall also be elected.**

**2-2.5 A Secretary shall be appointed to the Committee for the purpose of recording of minutes and dealing with correspondence. This position shall be a non-voting position. The position may either be filled from the staff of the Safety Department or from the staff of the member serving as Chairperson.**

## **SECTION III**

### **CLASSIFICATION**

#### **3-1 CLASSIFICATION OF PREVENTABLE INCIDENTS/ACCIDENTS**

##### **3-1.1 Preventable injuries and/or Property Damage:**



**CODE****CAUSE**

- A Deliberate disregard for safe practices in adhering to Safety Regulations.**
- B Reckless or Negligent actions; Carelessness/failure to exercise due caution and care**
- C Horseplay and/or fighting**
- D Causing injury to another employee**
- E Failure to observe Safety Rules and Regulations**
- F Failure to properly report injury regardless of severity. (Including failure to report within prescribed time).**
- G Failure to use Personal Protective Equipment**
- H Abuse or lack of care for Personal Protective Equipment**
- I Unauthorized use of equipment**
- J Deliberately making a safety device inoperative**
- K Failure to properly instruct an employee**
- L Operating a machine when known to be in unsafe condition**
- M Poor operating condition**
- N Failure to place in use proper warnings and/or flagmen**
- O Being under the influence of alcohol, narcotic drugs or prescription drugs when employee is advised such drugs will interfere with work safety**
- P Falsifying report/deliberately furnishing false or misleading information**
- Q Miscellaneous – Not listed above**

### **3-1.2 Preventable Vehicle, Equipment Incidents or Accidents**

<b><u>CODE</u></b>	<b><u>CAUSE</u></b>
<b>A</b>	<b>Excessive Speed – Reckless or Careless Driving</b>
<b>B</b>	<b>Failure to signal for stop or turn</b>
<b>C</b>	<b>Failure to stop at stop sign or traffic signal</b>
<b>D</b>	<b>Following to close</b>
<b>E</b>	<b>Driving on wrong side of street or highway (unless in accordance with City exceptions)</b>
<b>F</b>	<b>Improper backing/failure to use mirrors and/or turn around</b>
<b>G</b>	<b>Turning from the wrong lane</b>
<b>H</b>	<b>Cutting in on moving vehicles</b>
<b>I</b>	<b>Leaving vehicle/equipment improperly parked</b>
<b>J</b>	<b>Improper operation of motor vehicles entering/leaving a parking space</b>
<b>K</b>	<b>Passing in a No Passing Zone (yellow lines, on hills, curves, or other improper passing)</b>
<b>L</b>	<b>Operating vehicle/equipment under the influence of alcohol or drugs</b>
<b>M</b>	<b>Failure to use proper warnings, signals or flagmen</b>
<b>N</b>	<b>Failure to properly report a motor vehicle/equipment accident</b>
<b>O</b>	<b>Unauthorized use of city vehicle or equipment, including the transporting of unauthorized passenger (s)</b>
<b>P</b>	<b>Knowingly operating unsafe defective equipment</b>
<b>Q</b>	<b>Leaving the scene of an accident (failure to remain to give information)</b>

- R      Falsifying report/deliberately furnishing false or misleading information**
- S      Driving without a driver's license while license is suspended or revoked**
- T      Failure to use provided seat/safety belts while operating vehicle Miscellaneous – (as specified in the City's Traffic Regulations and in the State's Motor Vehicle Code**

## **SECTION IV**

### **OPERATION OF MOTOR VEHICLES AND EQUIPMENT**

#### **4-1    VIOLATIONS**

**4-1.1   All violations under the Motor Vehicle Code of the State of New Mexico, which Code is adopted by reference herein, are made violations under this Policy.**

#### **4-2    VEHICLE INSPECTIONS**

**4-2.1   Perform monthly vehicle and pre-trip heavy equipment inspections.**

#### **4-3    CHECKING, CARE AND REPAIR OF EQUIPMENT**

**4-3.1   Employees shall ensure that equipment in their charge is always in safe operating condition including but not limited to a check of brakes, steering, tires, wheel lugs, windshield wipers, shocks, mirrors, windshields, horns and audible warning devices, (Section 66-3-845 and 66-3-846, NMSA, 1978, as amended). A pre-trip inspection is to be performed every time a commercial vehicle is to be used along with a pre-trip vehicle inspection form. Please see attached form to Safety Manual.**

**4-3.2 Employees shall report all defects to the immediate Supervisor as soon as possible after the employee notices the defect. Such Supervisors shall make sure such defects are corrected before the equipment/vehicles are used daily.**

**4-3.3 Employees shall keep windshields, windows, mirrors, observation parts, and the like, clean and clear at all times. Broken or cracked windows and mirrors that affect or obstruct the operator's view shall be replaced.**

**4-3.4 Employees shall maintain any vehicle or equipment used by such employee in clean condition including interior/exterior, cab/tool boxes, packer bodies and dumping bodies. Operators of sanitation units shall leave their units in clean condition before leaving their work shift. The dumping of solid waste in the City yards is prohibited, because it allows vermin or bacterial germs to accumulate. In the event refuse must be emptied from a disabled truck onto open ground, the refuse will be scooped up with a loader and appropriately disposed of in a nearby dumpster.**

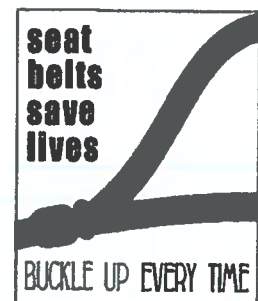
**4-3.5 Employees shall insure that all worn out or missing rubber pedal covers are replaced.**

#### **4-4 GROUNDING OF UNSAFE EQUIPMENT**

**4-4.1 Based on the determination of the Safety Officer and Director, equipment that is not in safe operating condition shall be immediately retired from use by pertinent Supervisor until repaired and safe to operate. This grounding action or "shutting down" or "Red Tagging" action will be coordinated with the appropriate Department Director and Safety Officer. Should the Department Director or Safety Officer be unavailable, action will be at the involved parties' discretion. If the situation is so severe as to be considered an imminent hazard, the City Manager shall be notified.**

#### **4-5 DRIVING RULES AND USE OF SEAT BELTS**

**4-5.1 All City employees in City vehicles must fasten their seat belts before the vehicle is put into motion. The operator of the vehicle shall ensure that all passengers in the vehicle have properly fastened their seat belts prior to starting or leaving for a destination. In the event a passenger or operator is observed without having the seat belt properly fastened, he/she shall be in direct violation of State Law (Mandatory Seat Belt Use Act), and subject to disciplinary action in accordance with existing City Administrative Policy and 3-2.3 in this Manual.**



**4-5.2 Operators shall never allow more than three (3) persons to ride in the front seat. Operators shall also ensure their view is not obstructed either with passengers, dashboard clutter or cracked/damaged windshields (Section 66-7-357, NMSA, 1978, as amended). Operators shall also ensure and enforce that there is no personnel allowed to ride in the back (bed) of trucks.**

#### **4-6 PARKING**

**4-6.1 One set of 6" x 7" x 12" chock blocks shall be carried as standard equipment on all dump trucks, to include flatbeds, service trucks, and other vehicles of equivalent size or greater. One ton trucks, and other vehicles or greater, and any vehicle towing in excess of 2000 pounds shall carry one set of 5" X 5" X 6" chock blocks as standard equipment which shall be used to prevent vehicles from accidentally rolling backwards or forwards. Chock blocks shall have a rope or handle attached to prevent injury when removing them, and shall be placed on the rear tire opposite the driver's side.**

**4-6.2 One fluorescent orange cone (no less than 12") shall be carried as optional equipment (if provided by Department Director) on all pickups, suburbans, and utility trucks.**

**4-6.3 When parking, chock blocks shall be placed at the right rear wheel on all commercial vehicles dump trucks etc., to include flatbeds service trucks and other vehicles of equivalent size or greater and all heavy equipment that requires chocking.**

**4-6.4 When parking, a fluorescent orange cone (no less than 12"), the cone shall be placed on the left rear side of all pickups, suburban's, and utility trucks.**

**4-6.5 Operators shall remove keys from the ignition switch and lock door(s) of vehicles or equipment that they operate while the vehicle or equipment is not in use. When the unattended vehicle or equipment is being warmed prior to use, the vehicle or equipment must be kept in direct view of the operator (Approved and Adopted October 17, 1990, by Safety Committee on January 16, 1991).**

#### **4-7 BACKING**

**4-7.1 When backing and/or parking at the curb, employees shall allow sufficient clearance to pull out without backing. Employees shall avoid turning in any place where it is necessary to back if possible. Avoid turning in any place where it is necessary to back up into traffic. Employees shall not back into intersections, over pedestrian crosswalks, or around corners.**

**4-7.2 Backing of vehicle where only one person in vehicle should use rear view mirrors and extreme caution. Backing of all (commercial vehicles) heavy equipment and large vehicles to include dump trucks, flatbed, service trucks, and other vehicles equivalent in size or greater with more than one man crew shall use a spotter when backing regardless of the area of operation.**

**4-7.3 If there is no fellow employee to serve as a spotter, before backing a vehicle, the driver shall walk around the vehicle to determine that there is sufficient clearance area to complete the backing maneuver. After assessment of the situation the employee shall then get into their vehicle and start backing immediately before there is a change in the situation.**

**4-7.4 Employees shall back-up slowly and cautiously and keep looking to the rear as they back. Nothing should be taken for granted while backing. The fact the space was clear when you started to back is no reason to assume that it will remain clear while backing. A vehicle may pull up behind or an employee or pedestrian may walk in back of your vehicle. For these reasons it is necessary not only to determine clearance before getting in the vehicle, but always continue to be cautious while backing.**



**4-7.5 All (commercial vehicles) heavy equipment and large vehicles, to include dump trucks, flatbeds, service trucks, and other commercial vehicles of equivalent size or greater shall be equipped with audible warning backing devices (Backup Alarm) and it shall be the responsibility of the operator to see that the devices are in operating condition.**

## **SECTION V**

### **AVIATION**

#### **5-1 HELICOPTER**

**5-1.1 Passengers shall always approach the helicopter in front of the aircraft and never rear.**

**5-1.2 Unauthorized personnel should stay at least fifty (50) feet from the helicopter when the rotor blades are turning.**

**5-1.3** If closer than fifty (50) feet to the helicopter, always keep in view of the pilot.

**5-1.4** Enter and leave the helicopter on low ground in full view of the pilot. Keep your head down.

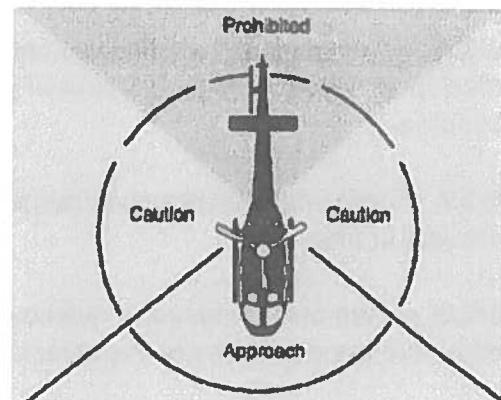
**5-1.5** Avoid moving over ground higher than on which the helicopter is sitting or hovering within 50 feet of the helicopter.

**5-1.6** Shield eyes from dust and debris within 100 feet of the helicopter unless goggles are worn.

**5-1.7** Safety belts will remain fastened at all times, except when the pilot instructs otherwise.

**5-1.8** Avoid the area from the cockpit (or cabin) rearward unless you are authorized to work there.

**5-1.9** Do not touch any part of the helicopter, rear of the cabin section, while blades are rotating.



**5-1.10** Avoid keeping sharp objects in pockets while sitting in the helicopter.

**5-1.11** Keep long objects (poles, rods, etc.) parallel to the ground until out from beneath the rotors.

## **SECTION VI**

### **OFFICE SAFETY**

#### **6-1 GENERAL**

**6-1.1** Drawers and doors of desks, files/ and cabinets should not be left open when unattended.

**6-1.2** Potential hazards should be discussed in office safety meetings. Doors of safes, vaults, and other closures should be closed with the proper handles insuring that fingers are clear before closing.



**6-1.3 To prevent file cabinets from tipping over, open only one drawer at a time.**

**6-1.4 Electrical outlets that provide electricity to more than one component should be checked periodically by feeling the outlet for heat to insure that the load being used is not too much for the capacity of the cord or outlet.**

**6-1.5 Fire-protective equipment, fire extinguishers, etc. shall be available in the workplace for emergency use. Additionally, all employees who could use this equipment shall be trained annually in fire fighting and extinguisher use.**

**6-1.6 All obstruction which could cause employees to trip or fall, such as telephone and machine cords, should be kept out of general traffic areas and arranged so as to prevent tripping.**

**6-1.7 Sharp edges on chairs, desks, and filing cabinets should be repaired immediately to prevent injury.**

**6-1.8 When retrieving heavy objects from overhead storage, always use a ladder to eliminate the possibility of the objects falling on you.**

**6-1.9 Employees shall not run in company offices and buildings, especially on stairways, in hallways, and entrances.**

**6-1.10 During inclement weather, entrances into offices and buildings shall be salted, sanded or both to insure firm footing.**

**6-1.11 Metal fittings which hold down carpet edges must be solid. Carpet edges should be secured to prevent tipping.**

**6-1.12 Any coffee or liquid spills should be mopped up immediately.**

**6-1.13 Dropped pencils, paper clips, and other office supplies should be picked up immediately to prevent someone from slipping on them.**

**6-1.14 Extension cords shall not be used as a permanent source for electrical devices and only three conductor cords with appropriate connectors are acceptable for temporary use.**



## **6-2 OFFICE MACHINES AND EQUIPMENT**

**6-2.1** Place heaters and fans in such a way that employees cannot come in contact with them. Heaters shall have a "tip-over" switch which interrupts the circuit when the heater is not upright.



**6-2.2** Guard belts, gears, pulleys and rotating parts of office equipment.

**6-2.3** All electrical equipment and installation practices shall conform to the requirements of the National Electric Code and NFPA Codes Vol.1 32-3 to 32-3-2.

**6-2.4** Contact Public Works Division for any adjustments or repair any electrical equipment.

**6-2.5** Never use frayed electrical extension cords.

**6-2.6** Never use an electrical extension cord across a walking surface (it may cause a trip hazard). If cord must cross floors, cover with rubber channels.

**6-2.7** Never overload electrical circuits. Things that overload circuits are microwaves and coffee pots because of the amount of electrical current drawn in the same circuit and/or portable space heaters.

**6-2.8** Do not store equipment and heavy objects on window sills, ledges, and tops of cabinets or other areas not designed for such storage.

## **SECTION VII**

### **CRANES AND HOISTING EQUIPMENT**

#### **7-1 INSPECTION AND OPERATING REQUIREMENTS**

**7-1.1 Inspections on equipment referenced in this entire section shall comply with the following:**

**a) Frequent inspection:**

**Daily to Monthly- -Safety devices, hooks, drums, sheaves, and electrical apparatus.**

**Daily- -Hydraulic systems and control mechanisms.**

**b) Periodic Inspections- -1 to 12 month intervals or as per manufacturer's recommendations.**

**Periodic inspections shall include the following items:**

**All frequent inspection requirements, structural members, bolts, rivets, sheaves, drums, pins, bearings, shafts, gears, rollers, braking devices, brake and clutch systems, pawls, ratchets, angle indicators, sprockets, chains, steering and tires.**

**7-1.2 A crane or overhead hoist which has been idle for a period of one month or more but less than six months shall be given a frequent inspection before use. Unused for more than six months will require a periodic inspection.**

**7-1.3 Monthly inspection reports on critical items such as brakes, hooks, and running ropes shall be written, signed, and dated by the inspector.**

**7-1.4 Before lifting operation begin, one man shall be designated as a spotter and a reliable signal system shall be agreed upon by the operator and the designated spotter.**

**7-1.5 A stop signal from any workman in the vicinity of a lifting operation shall be obeyed.**

**7-1.6 Rigging and load shall be inspected for proper attachment before each lift.**

**7-1.7 Workmen shall not ride on loads or hooks.**

**Exception: Man-lift platforms specially designed may be used in conjunction with cranes and hoisting equipment under controlled conditions set forth by OSHA regulations. For information concerning controlled conditions contact the Safety Department.**

**7-1.8 Permissible lifting capacity must be plainly marked on all lifting apparatus and these capacities shall not be exceeded except for professional testing purposes.**

**7-1.9 Do not move loads over employees. Sound a warning signal and see that they move to safety.**

**7-1.10 When a load is to be lifted, the slack shall be taken up and the load started slowly and uniformly.**

**7-1.11 Before handling an unusually heavy load, first test the brakes by a short lift to make sure you have complete control.**

**7-1.12 Only workmen trained in the use of such equipment shall operate cranes and hoisting equipment.**

**7-1.13 Running rope or fall chains shall not be wrapped around the load. Slings or other approved devices shall be used to attach loads to the hooks.**

## **7-2 OPERATING REQUIREMENTS**

**7-2.1 Never depend upon a limit switch to stop the motor. Use the controls. Do not attempt to use two controls at the same time when approaching limits.**

**7-2.2 Whenever leaving the crane, place all controls in the OFF position. Open the main switch.**

**7-2.3 All lighting in cabs of cab-operated cranes shall be kept in good condition.**

**7-2.4 All foot walks on gantry cranes shall have a nonskid surface maintained in good condition.**

**7-2.5 Strain relief on multiple conductor electrical cable shall be kept in good condition.**

**7-2.6 All guards, designed for protection against moving parts and live electrical equipment shall be installed and securely fastened prior to operation.**

**7-2.7 At the beginning of each operator shift, the upper limit switch of each hoist shall be tried out under no load.**

### **7-3 SPECIFIC REQUIREMENTS**

**7-3.1 A load rating chart shall be provided and securely fixed to a location easily visible to the operator while at his control station.**

**7-3.2 The following clearances shall be observed by all personnel when operating near energized electric power lines:**

- a.) Lines rated 50 kV or below- -minimum of 10' between the line and any part of the crane or load**
- b.) For lines over 50 kV the minimum clearance shall be 10' plus 0.4" for each kV or twice the length of the line.**

### **7-4 CHAINS**

**7-4.1 Cold/shut links shall not be used in chains.**

**7-4.2 Only factory-approved and tested welds are acceptable on chains or hooks.**

**7-4.3 A chain shall not be used if an inspection reveals a fracture, insecure weld, or other defects.**

**7-4.4 Care shall be exercised not to overload the chain.**

**7-4.5 The links of a chain under load are subjected to severe bending action when in contact with sharp corners or edges. Use appropriate material as a guard on weight bearing surfaces to prevent nicking the chain.**

**7-4.6 Employees shall not kink or knot a chain in order to shorten it.**

**7-4.7 Chains shall not be used for load-lifting operations where wire rope slings can be used.**

## **7-5 SLINGS**

**7-5.1 Employees shall inspect all slings, fastenings, and attachments each day before use and more frequent inspections shall be performed where service conditions warrant. Damaged or defective slings shall be removed from service immediately.**

**7-5.2 Protruding ends of strands in splices on wire rope slings shall be covered or blunted.**

**7-5.3 Wire rope shall not be secured by knots.**

**7-5.4 Eyes in wire rope slings shall not be formed by wire rope slips or knots.**

**7-5.5 When used for eye splices, U-bolts shall be applied so that the "U" section is in contact with the dead end of the wire rope.**

**7-5.6 Care shall be exercised not to overload slings.**

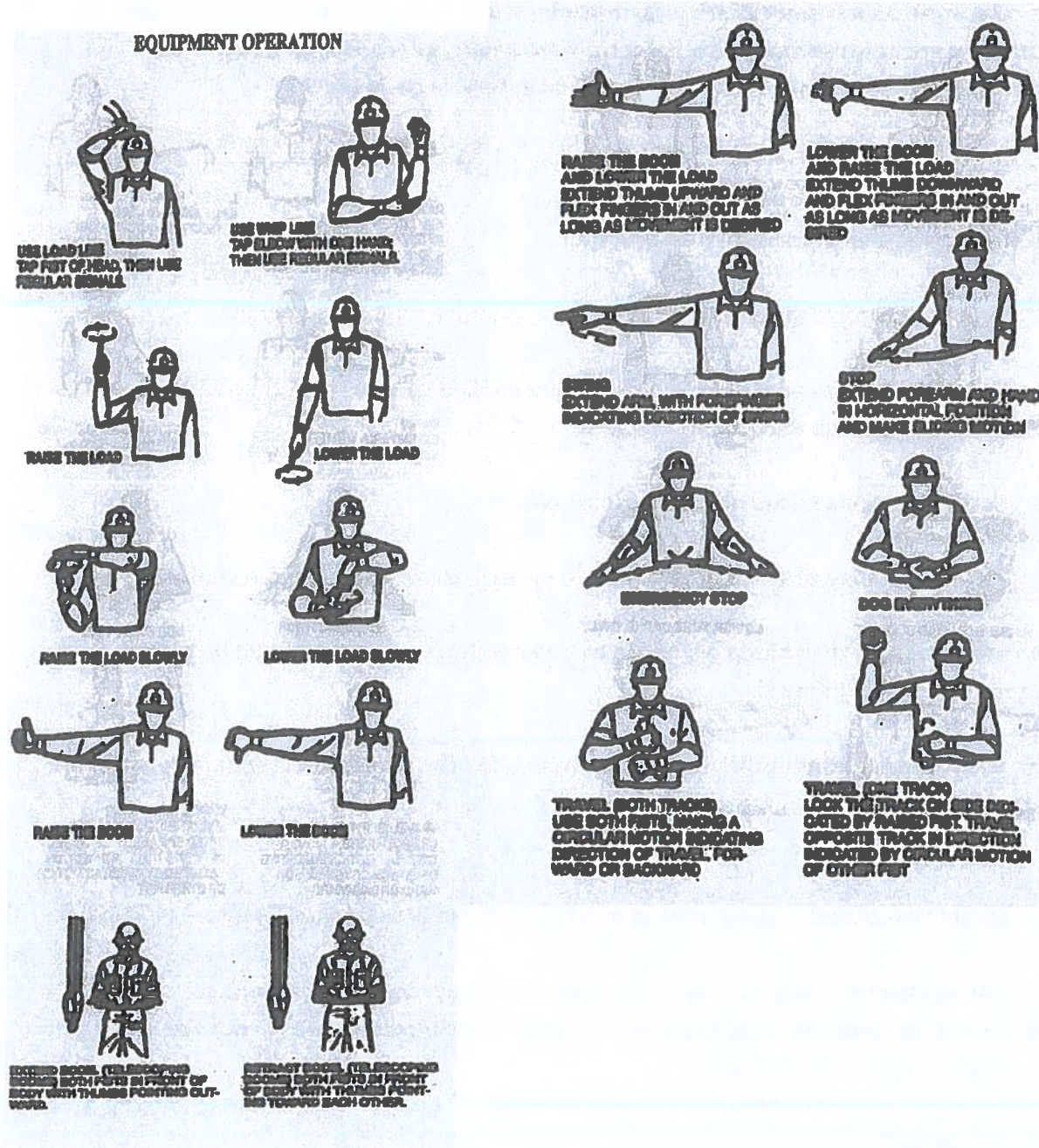
**7-5.7 Wire ropes shall not be exposed to lime or acids or stored in a room containing acids.**

**7-5.8 When objects with sharp edges are to be lifted, protective pads shall be placed between the edges and the sling.**

**7-5.9 The following conditions affect sling safety and are sufficient reason for replacing the wire rope or sling.**

- a) Six randomly distributed broken wires in one lay, or three broken wires in one strand in one lay.**
- b) Wear or scraping of one third the original diameter of outside individual wires.**
- c) Kinking, crushing, bird caging or any other damage resulting distortion of the rope structure.**
- d) Evidence of heat or "arc" damage.**
- e) End attachments that are cracked, deformed, or worn.**
- f) Corrosion damage.**

- g) Hooks which have been opened more than 15 percent of the normal throat opening or twisted more than ten degrees from normal.



## **SECTION VIII**

### **OXYGEN, GAS, WELDING AND CUTTING**

#### **8-1 GENERAL**

**8-1.1 Only authorized, certified, and trained personnel shall operate welding equipment. Welders shall be familiar with the “American Standards Institute (Z49.1) Safety in Electric and Gas Welding and Cutting Operations”.**

**8-1.2 Always wear goggles with suitable filter lenses when using a torch. Wear a shield or helmet with suitable filter plates and safety glasses.**

**8-1.3 Wear approved welding gloves and aprons, high top footwear, and any other suitable protective clothing of the job.**

**8-1.4 Ensure that clothing is not oily and that pockets and cuffs are not open.**

**8-1.5 Sleeves must be kept buttoned and above the wrist.**

**8-1.6 Work areas shall have adequate ventilation. Work areas must be clear of flammable and combustibles or be 25 feet of shielded from them.**

**8-1.7 Do not cut containers (such as drums, barrels, or tanks) that have been used to hold flammable or combustible materials.**





**8-1.8 Keep flames and sparks away from cylinders and hoses.**

**8-1.9 Keep a fire extinguisher close by.**

**8-1.10 Do not use a torch unless a reverse flow check valve has been installed between it and the tanks.**

**8-1.11 Fire watch. All hot work needs to be completed 30 minutes prior to the end of the work day to watch for fire screens. Have screens set up for welding and for light radiation.**

## **SECTION IX**

### **EXCAVATION, TRENCHING AND SHORING - OSHA 1926.650**

#### **9-1 GENERAL**

**9-1.1 Excavation, trenching and shoring shall be performed and provisions followed in accordance with state and federal safety regulations.**

**9-1.2 Before excavation work of any kind is begun, make a thorough inspection of the site that includes underground installations that will require notification to utility companies.**

**9-1.3 New Mexico state law requires everyone involved in any excavation to provide at least two working days notice to owners of underground facilities when a dig is planned. "New Mexico One-Call" shall be made before conducting the**



<b>YELLOW</b>	Gas, oil, steam, gasoline, and other pipeline
<b>ORANGE</b>	Telecommunications
<b>BLUE</b>	Potable water
<b>GREEN</b>	Sewers
<b>PURPLE</b>	Recycled water, slurry and irrigation lines
<b>PINK</b>	Temporary survey marks
<b>WHITE</b>	Proposed trench line or excavation perimeter

**excavation to determine whether underground installations, such as sewer, water, fuel, electric lines and phone lines, etc., will be encountered.**

**9-1.4 First consideration shall be given to the safety of the public. The proper type of traffic control, such as but not limited to warning**



signs shall be provided in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD).

**9-1.5** When employees are required to enter an excavated area, excavated or other materials (dirt spoils) shall be kept two (2) feet or more from the edge of the excavation unless effective retaining devices are used.

**9-1.6** If it is necessary to place or operate power shovels, trucks, materials, or other heavy objects on a level above or near an excavation, the side of the excavation shall be shored or braced, as necessary to resist such heavy loads. It is mandatory for the excavation to be shored or braced when the terrain is loose or contains shifting, unstable soil, or when sand or shale is present.

Soil Type	Height/Depth Ratio	Slope Angle
Stable Rock	Vertical	90°
Type A	¾ : 1	53°
Type B	1 : 1	45°
Type C	1 ½ : 1	34°
Type A (short-term)	½ : 1	63°

**9-1.7** Sides of trenches in unstable or soft material shall be shored, sheeted, braced, sloped or otherwise supported sufficiently to protect employees working in them.

**9-1.8** When employees are required to be in trenches four (4) feet deep or more, an adequate means of exit such as a ladder or steps shall be provided and located so as to require 1 ladder per 25' of lateral travel for employees, trench ladder shall extend 3' above trench.

**9-1.9** Daily inspections shall be made by a trained (competent) person. If evidence of possible cave-ins or slides is apparent, all work in the excavation area shall cease until all precautions have been taken.

"Competent person" is a person who is capable of identifying existing and predictable hazards in the surroundings or working conditions, which are unsanitary, hazardous, or dangerous to employees, and who has authorization to take prompt corrective measures to eliminate them. Inspect all excavations at the beginning of the work day and after changes in conditions.

**9-1.10** By the Numbers:

- Remove or support surface encumbrances.
- Notify utility owners and mark their location before excavating. (Call 811 New Mexico One Call)
- Keep water from entering excavations and remove it if it does.

- Install ladders, ramps or stairs within 25' of employees in trenches over 4' deep.
- Keep spoil, tools and material at least 2' back from the edge of the excavations.
- Use flagmen or barriers to keep equipment from getting too close to the edge.
- Keep employees away from potential falling loads.
- Wear hard hats!
- Don't undermine adjacent structures.
- Test for potentially hazardous atmospheres.
- Wear reflective fluorescent vests if exposed to public vehicular traffic.
- Protect employees from loose rock or soil falling into the excavation.
- Use fall protection around shaft excavations or on ramps crossing excavations over 6' deep.
- Maintain at least 10' of clearance from overhead electrical lines.

## 9-2 DEFINITIONS

**9-2.1 Aluminum Hydraulic Shoring** means a pre-engineered shoring system comprised of aluminum hydraulic cylinders (cross braces) used in conjunction with vertical rails (uprights) or horizontal rails (wailers). Such system is designed, specifically to support the sidewalls of an excavation and prevent cave-ins.

**9-2.2 Benching (Benching System)** means a method of protecting employees from cave-ins by excavating the sides of an excavation to form one or a series of horizontal levels or steps, usually with vertical or near-vertical surfaces between levels.

**9-2.3 Competent person** means one who is capable of identifying existing and predictable hazards in the surroundings, or working conditions which are unsanitary, hazardous, or dangerous to employees, and who has authorization.

**9-2.4 Shoring (Shoring system)** means a structure such as a metal hydraulic, mechanical or timber shoring system that supports the sides of an excavation and which is designed to prevent cave-ins.

**9-2.5 Sloping (Sloping system)** means a method of protecting employees from cave-ins by excavating to form sides of an excavation so as to prevent cave-ins. The angle of incline required to prevent a cave-in varies with differences in such factors as the soil type, environmental conditions of exposure, and application of surcharge loads.

### 9-3 SOIL CLASSIFICATION

9-3.1 OSHA's classification system has 4 types: Stable Rock, Type A, Type B, and Type C.

**Stable Rock** means natural, soil mineral matter that can be excavated with vertical sides and remain intact. Faults, fractures, fissures, erosion, movements of the earth's surface and blasting typically eliminate Stable Rock as a possibility

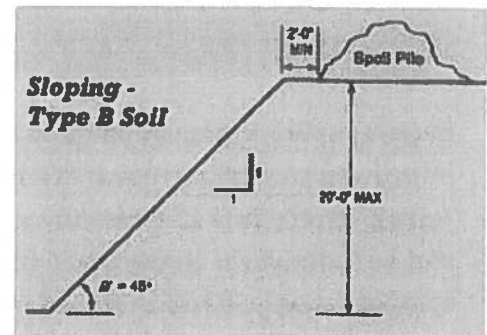
9-3.2 Type A Means:

- A cohesive (clay or clay rich) soil with an unconfined compressive strength of 1.5 or greater, or a cemented soil like caliches or hard pan. In other words, Type A is a hard soil that will bear a greater load without failing.
- However, no soil is Type A if it is fissured (has cracks); has been previously disturbed; is subject to vibration; has layers that dip into the excavation on a slope of 4 to 1 or greater; or is subject to other factors. The disqualifiers typically eliminate Type A as a possibility

**Most soils are either Type B or C**

9-3.3 Type B means:

- A cohesive soil with an unconfined compressive strength between .5 and 1.5 tsf (medium stiff clay)
- Some granular soils like angular gravel (we recommend treating all granular soil as Type C)
- Dry Rock that is not stable, or soils hard enough to be Type A, but are subject to vibration or have cracks.
- Layered soils that dip into the excavation at a slope of less than 4h to 1v and otherwise meet the requirements for Type B.

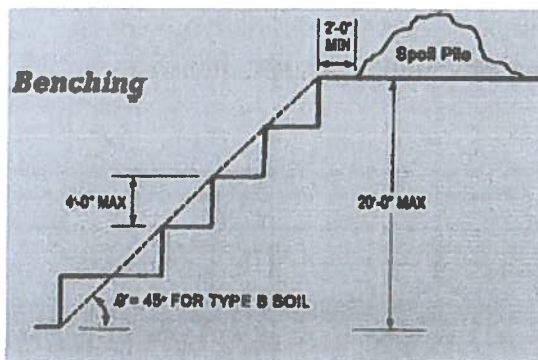


### 9-3.5 Type C means:

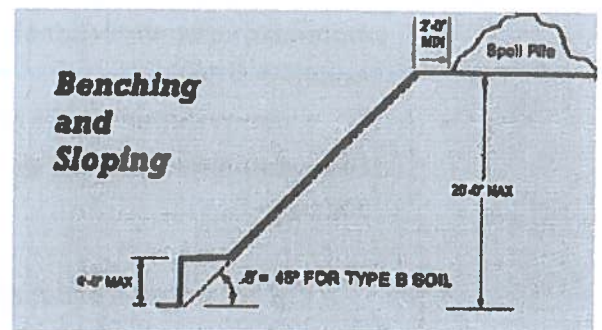
- A cohesive soil with an unconfined compressive strength below .5 tsf (soft wet clays)
- Granular soil like gravel sand and loamy sand.
- Soil that is submerged, or from which water is freely seeping
- Submerged rock that is not stable
- Layered soils where the layers dip in on a slope of 4h to 1v or greater

### 9-3.6 C-60 soil? The C-60 classification was generated by the hydraulic shoring

manufactures, not OSHA, to permit the use of vertical hydraulic shores in the better range of C soils that would stand when excavated long enough to allow the shores to be safely and properly installed. The competent person can only use this classification with a specific manufacturer's tabulated data and equipment. The worst or flowing ranges of soils are called C-80.



The competent person should always be mindful that rain, or any other introduction of water may be all that is required to turn Type B into Type C. Likewise the soil may change vertically and horizontally as the excavation progresses. Once the competent person has classified their soil using manual and visual tests, they can turn to the charts in the OSHA standard or those provided by manufactures of trench safety equipment or trench plan engineers to install protective systems.



## **SECTION X**

### **BROOMS AND SWEEPERS**

#### **10-1 GENERAL**

**10-1.1** Every attempt shall be made to sweep in the direction which will reduce the chance of dust clouds moving across traveled lanes.

**10-1.2** When sweeping in residential areas, it is mandatory to take every possible precaution for the safety of pedestrians, such as children playing, and parked vehicles.

**10-1.3** Where dust on the street or roadway is a hazard, traffic shall be stopped or forewarned while the broom or sweeper is in operation. This may be done with the necessary emergency lighting for warning and cautioning the traveling public in accordance with the DOT.

**10-1.4** Every reasonable measure will be made to keep the dust watered down while sweeping to avoid dust clouds that are hazardous to traffic and annoying to those in the surrounding environment.

**10-1.5** Sweepers will not operate during peak hours of traffic unless it is absolutely necessary.



## **SECTION XI**

### **HAND TOOLS – OSHA CFR 1910**

#### **11-1 GENERAL**

**11-1.1 Always use the proper tool for the job. Read the manufacturer's instructions before operating the tool, and seek your supervisor's assistance if you are unfamiliar with a tool.**

**11-1.2 Tools shall be maintained in good condition, receive regular maintenance, and inspected daily before use. Return to their proper storage area when work is complete.**

**11-1.3 Tools that are damaged or not working properly shall be tagged out of service and returned to the shop for repair or disposal.**

**11-1.4 Hand tools that are not insulated shall not be used near an active electric power source.**

**11-1.5 Always wear safety glasses/goggles and other appropriate PPE when cutting wire or bands, removing packing staples, etc. Remove jewelry and loose clothing when using tools that have exposed and/or rotating parts.**

#### **11-2 Screwdrivers**

**11-2.1 Do not apply screwdrivers to objects held in hand – place object on solid surface.**

**11-2.2 Select the correct screwdriver to fit the size of the screw being driven and keep the tip ground properly.**

**11-2.3 Do not use screwdrivers with damaged points or bent shafts.**

**11-2.4 Only screwdrivers with insulated handles shall be used for electrical work.**



### **11-3 Sharp Tools**

**11-3.1 Keep cutting edges sharp.**

**11-3.2 Never carry unguarded or pointed tools in pockets.**

**11-3.3 All sharp-edged, toothed or pointed tools shall be properly stored so as to prevent the points and/or edges of the tool from injuring someone.**

**11-3.4 When using knives or other sharp-edged tools – cut away from the body to reduce the chance of injury.**

### **11-4 Hammers, Axes, Sledge Hammers, etc.**

**11-4.1 Select the appropriate hammer, axe, etc. for the task. Wear safety glasses/goggles and other appropriate PPE when using a hammer.**

**11-4.2 Do not use tools with damaged/loose heads, or cracked/split handles.**

**11-4.3 Do not strike two hardened steel tools together. At any time that metal is being struck against metal, eye and hand protection shall be used.**

**11-4.4 When using an axe, sledge hammer, etc., make sure that you have a clear swing.**

### **11-5 Chisels, Wedges, Punches, etc.**

**11-5.1 If two people are needed to drive metal stakes into a surface, the stake shall be held by tongs or a chisel holder.**

**11-5.2 Always wear safety goggles and other appropriate PPE when using chisels, wedges, punches, drift pins, etc.**

**11-5.3 When using a chisel, always chip away from yourself, and protect others with a screen.**



## 11-6 Wrenches

**11-6.1 Use wrenches that are the proper size and type for the job. Adjust the wrench to fit tightly.**

**11-6.2 Never use pliers as a wrench.**

**11-6.3 Only use an extension that is specifically made for that specific wrench.**

**11-6.4 Do not use a hammer to strike a wrench, unless the wrench is made for striking.**

**11-6.5 Do not use a pipe or other wrench extension on a wrench handle to increase leverage.**



**11-6.6 Keep jaws and corrugations on pipe wrenches sharp and clean. Keep handles and adjusting screws in good condition and free of oil and grease.**



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## **11-7 Forks, Rakes, Shovels, etc.**

**11-7.1 Place forks, rakes, and shovels, etc. in an upright position (handle up) when not in use on a job – or place out of the way of the work being performed so that they do not become a trip/fall hazard.**

**11-7.2 When using a longer handled tool, place one hand towards to bottom of the handle nearer the load to reduce stress/strain on the body.**

**11-7.3 Never use forks, hoes, rakes and shovels as a substitute for a crowbar.**

**11-7.4 Keep all handles free from splinters and cracks to reduce injury to the user.**

## **11-8 Jacks**

**11-8.1 Do not use bumper or hi-lift jacks.**

**11-8.2 When not lowering or lifting, use the handle clip to keep the handle closed against the steel standard (bar). Leave the handle of a wheel jack in a raised position after each jacking operation and when not in use.**

# **SECTION XII**

## **LADDERS, SCAFFOLDS, SCAFFOLDING AND AERIAL LIFTS**

### **OSHA CFR 1926.1053**

### **Fall Protection OSHA 1926.500**

## **12-1 Ladders**

**12-1.1 Manufactured Wood ladders must comply with the requirements of ANSI A14. 1, “Portable Wood Ladders”, ANSI A14.2, “Portable Metal Ladders” or ANSI A14.5, “Fiberglass (Plastic) Ladders”.**

**12-1.2 Job-made ladders must be fabricated in accordance with the applicable criteria contained in OSHA 1926.1053.**

**12-1.3 Ladders shall be inspected by a competent person on a periodic basis. All parts shall be checked for visible wear, corrosion, bent frame members and other structural defects.**

**12-1.4 Never use a defective ladder. Tag or mark it so that it will be repaired or destroyed.**

**12-1.5 Do not use makeshift ladders, such as boxes, chairs or desks to reach a certain area.**

**12-1.6 The areas around the top and base of ladders must be kept clean and free of tripping hazards the same holds true for the bottom of stairways and on stairway platforms.**

**12-1.7 Ladders must be erected at the proper angle, the base of a ladder should be set out at least one-fourth of the ladder's height measured from bottom to point of bearing.**

**12-1.8 Ladders shall not be used in a horizontal position as platforms, runways or scaffolds.**

**12-1.9 The length of a ladder shall be sufficient to extend a minimum of 36" above the top landings.**

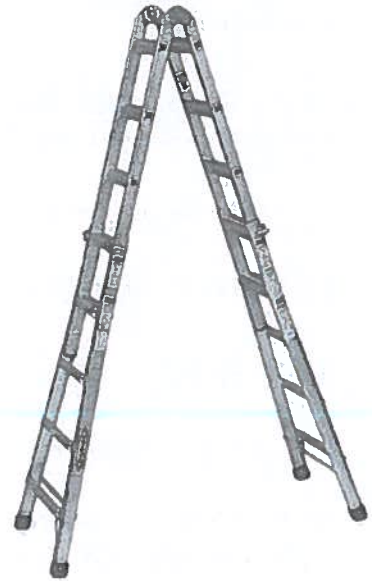
**12-1.10 Ladders should not be placed in passageways, doorways or any similar location that subjects it to displacement by personnel, moving equipment or material handling. If it is necessary to place a ladder in a passageway or doorway, barricades and warning signs must be placed on the job site.**

**12-1.11 Never lean a ladder against unsafe backing such as loose boxes, barrels, window panes, etc.**

**12-1.12 Secure both bottom and top to prevent displacement when using a ladder for access to scaffolds.**

**12-1.13 Always face the ladder when ascending or descending. Hold on to the side rails with both hands. Never slide down a ladder.**

**12-1.14 Be sure that your shoes are not greasy, muddy or slippery before climbing. Also ensure that the ladder is clean and free of slip hazards.**



**12-1.15 Do not carry materials or tools up or down a ladder. Materials and tools should be lowered or raised with a rope or other mechanical means.**

**12-1.16 Work facing the ladder and hold on with one hand. Do not reach or lean too far in any direction.**

**12-1.17 A safety belt or lifeline shall be used if the nature of the work requires it.**

**12-1.18 Do not use ladders during strong winds except in an emergency, and then only when they are securely tied and guarded at the base by another worker.**

**12-1.19 Do not climb higher than the third rung from the top on straight or extension ladders or the second tread from the top on step ladders.**

**12-1.20 Metal ladders must not be used for electric welding or near any electrical lines or services.**

**12-1.21 Linseed oil, shellac, or polyurethane clear varnish shall be regularly applied to wooden ladders. Never paint wooden ladders with enamel or other types of paints that would dry out the wood or cover cracks or chips.**

**12-1.22 Ladders shall be inspected frequently for wear, corrosion and bent frame members.**

**12-1.23 Ladders shall be stored where they will not be exposed to the weather, or excessive heat or dampness.**

**12-1.24 Ladders should be hung on brackets against a wall or placed on edge on racks, rather than stored flat. This will prevent warping, rungs becoming loose and other structural damage.**

**12-1.25 Do not place tools or equipment on ladders.**

## **12-2 Stepladders**

**12-2.1 Open stepladders fully and lock the spreaders.**

**12-2.2 Do not stand on the top two steps and keep tools off steps.**



**12-2.3 When using a stepladder on grating, the grating must be covered with plywood.**

**12-2.4 Do not use a stepladder as a straight ladder.**

### **12-3 Extension Ladders**

**12-3.1 The sections of an extension ladder must be overlapped a minimum of three rungs.**

**12-3.2 Extension ladders must not be taken apart and sections used separately.**

**12-3.3 After the extension ladder has been raised to the desired height, check the safety latches to ensure they are engaged and the extension rope is secured to a rung on the base section of the ladder.**



### **12-4 Scaffolds and Scaffolding (OSHA CFR 1926.451)**

**12-4.1 All scaffolds shall be erected and provisions for their use shall be followed in accordance to state and federal requirements.**

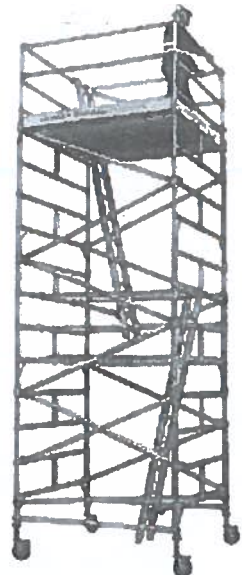
**12-4.2 Scaffolding must be erected on firm footing capable of carrying the maximum intended load.**

**12-4.3 No scaffold shall be erected, moved, or dismantled, except under the supervision of competent persons.**

**12-4.4 Platforms that are four (4) or more feet above adjacent floor or ground levels shall be guarded by a standard railing. The railing shall have a toe board.**

**12-4.5 Guardrails shall be of 2 X 4 inch lumber or equivalent material to withstand 200 pounds top rail pressure. Guardrail height shall be approximately 42 inches. The mid-rail shall be 1 X 4 inch lumber or equivalent. The toe board shall be at least four (4) inches in vertical height.**

**12-4.6 Safety belts, lifelines and lanyards shall be used in accordance with state and federal safety regulations.**



**12-4.7 Boxes, barrels, loose concrete blocks or brick must not be used to support the structure.**

**12-4.8 Consideration must be given to the weight the scaffold is to carry. It must be capable of supporting, without failure, four times the maximum intended load.**

**12-4.9 The load includes not only the weight of the people on the scaffold but also any supplies and equipment being used.**

## **12-5 Aerial Lifts (OSHA CFR 1926.453)**

**12-5.1 Implementation of Fall Protection (OSHA 1926.500) is required during aerial lift operation.**

**12-5.2 A minimum of two (2) employees are required to operate Aerial Lift at all times.**

**12-5.3 Aerial baskets or platforms shall not be allowed to rest on or against any structure when workmen are on the platform or in the basket while in an elevated position.**

**12-5.4 Lift controls shall be tested in accordance with the manufacturer's recommendations or, instructions each day of use prior to use to determine that such controls are in safe working condition.**

**12-5.5 Only a "qualified person" shall operate an aerial lift. A "Qualified person" is a person familiar with the construction and operation of the equipment and the hazards involved.**

**12-5.6 Belting off to an adjacent pole, structure, or equipment while working from an aerial lift shall not be permitted.**

**12-5.7 Employees shall always stand firmly on the floor of the basket, and shall not sit or climb on the edge of the basket or use planks, ladders, or other devices as a working platform.**

**12-5.8 Boom and basket load limits specified by the manufacturer shall not be exceeded.**

**12-5.9 The braking system shall be set and when outriggers are used, they shall be positioned on pads or a solid surface. Wheel chocks shall be installed before using an aerial lift on an incline provided they can be safely installed. All outriggers shall be equipped with individual locks at the outriggers.**

**12-5.10** The insulated portion of an aerial lift shall not be altered in any manner that might reduce its insulating value.

**12-5.11** An aerial lift shall not be moved when the boom is elevated in a working position with workers in the basket.

**2-5.12** Lower level controls shall not be operated unless permission has been obtained from the employee in the lift, except in case of emergency.

**12-5.13** Each aerial lift shall display a permanent plate showing:

- A.** make, model and manufacturer's serial number;
- B.** rated capacity;
- C.** platform height;
- D.** maximum recommended operating pressure of hydraulic system;
- E.** caution or restrictions of operation;
- F.** operating instructions; and
- G.** manufacturer's rated line voltage.

**12-5.14** Preventive maintenance programs shall be established. Any unsafe conditions disclosed by the inspection shall be corrected promptly. Adjustments and repairs shall be done only by designated people.

## **SECTION XIII**

### **CHEMICAL AGENTS AND HAZARDOUS SUBSTANCES**

#### **13-1 GENERAL**

**13-1.1** Goggles or face shields, appropriate aprons, and appropriate gloves shall be worn around batteries, chemicals and other hazardous substances.

**13-1.2** Do not short circuit batteries by cross jumper cables or with wrenches or metal objects.

**13-1.3 Do not smoke around batteries.**

**13-1.4 Acid burns shall be flushed immediately with water.**

**13-1.5 Chemical and batteries of the non-seal type shall be located in well ventilated enclosures.**



**13-1.6 Do not store wet batteries, battery acid, electrolyte, chemical agents, or hazardous chemicals on high shelves.**

**13-1.7 Chemical agents and hazardous substances shall be stored and labeled in approved storage. The storage shall be constructed or treated to resist the stored chemical.**

**13-1.8 Keep vent caps in place when charging batteries. Charge in a well-ventilated area and make sure vent caps function properly and that ports in the caps are not clogged.**

**13-1.9 Employees must be notified of job related risk when working with hazardous materials.**

**13-1.10 Employees who may be exposed to hazardous chemicals must be trained in the handling of that particular substance in accordance with standard 1910.1200.**

**13-1.11 Material Safety Data Sheets (MSDS) shall be kept on file at every department, Fire Department, and Police Department etc. Each department shall keep departmental (MSDS) on file and in easy access for the employees to read and use for training purposes.**

**13-1.12 The Department Director or Supervisor shall instruct employees on how to read and use the Material Safety Data Sheet (MSDS).**

**13-1.13 The City of Las Vegas has a Hazardous Communications Policy that shall be adhered to.**

**13-1.14 Chemicals and Hazardous substances shall be handled by properly trained personnel. Treated areas shall be marked so that others know where it is being used.**

## **SECTION XIV**

### **HOUSEKEEPING AND SANITATION**

#### **14-1 GENERAL**

**14-1.1** In accordance with OSHA 29 CFR 1910.141, all places of employment shall be kept clean to the extent that the nature of the work allows. This includes the following:

**14-1.2** All aisles, exits, stairways, ramps and doorways must be free of obstructions.

**14-1.3** Unrestricted access to all fire extinguishers and electrical panel boxes must be maintained.

**14-1.4** All spills, regardless of size, must be cleaned up immediately:

- a.** An approved absorbent shall be used on oil or grease accumulations and spilled flammables.
- b.** Flammable or combustible waste shall not be allowed to remain on work benches, floors, etc., but must be disposed of immediately in approved fire resistant containers.
- c.** Flammable and combustible waste must be emptied daily as per State and Federal Regulations.
- d.** Disposal containers used for this type of waste shall be marked "OILY/FLAMMABLE WASTE ONLY", in red.
- e.** At no time shall oil-soaked or oily rags be placed in a plastic bag for disposal or storage.
- f.** Waste oils shall be dumped in the proper tanks or containers. At no time shall these products be dumped on the ground, in drains or sinks, or left unattended or abandoned.
- g.** Scrap paper, wood shavings, chips, garbage, rubbish, etc., shall be disposed of in metal containers with lids and shall be emptied daily.





**14-1.5 All sweepings, solid or liquid wastes, refuse, and garbage shall be removed in such a manner as to avoid creating a menace to health and as often as necessary or appropriate to maintain the place of employment in a sanitary condition.**

**14-1.6 Every enclosed workplace shall be constructed, equipped, and maintained, so far as reasonably practicable, to prevent the entrance or harborage of rodents, insects, and other vermin. A continuing and effective extermination program shall be instituted where their presence is detected.**

**14-1.7 Employee break area trash containers shall be emptied daily.**

**14-1.8 All electrical appliances must be turned off at the end of the work day/shift.**

**14-1.9 All portable electrical appliances/equipment must be unplugged from their electrical source.**

**14-1.10 Any questions or concerns regarding good housekeeping practices and/or sanitation should be discussed with supervisors.**

## **SECTION XV**

### **LIFTING AND CARRYING**

#### **15-1 SAFE LIFTING AND CARRYING TECHNIQUES**

**15-1.1 Size up the load and check overall conditions. Don't attempt the lift by yourself if the load appears to be too heavy or awkward. Check that there is enough space for movement, and that the footing is good. "Good housekeeping" ensures that you won't trip or stumble over an obstacle.**

**15-1.2 Make certain that your balance is good. Feet should be shoulder width apart, with one foot beside and the other foot behind the object that is to be lifted.**

**15-1.3 Bend the knees; don't stoop. Keep the back straight, but not vertical. (There is a difference. Tucking in the chin straightens the back.)**

**15-1.4 Grip the load with the palms of your hands and your fingers. The palm grip is much more secure. Tuck in the chin again to make certain your back is straight before**

**starting to lift.**

**15-1.5 Use your body weight to start the load moving, then lift by pushing up with the legs. This makes full use of the strongest set of muscles.**

**15-1.6 Keep the arms and elbows close to the body while lifting.**

**15-1.7 Carry the load close to the body. Don't twist your body while carrying the load. To change direction, shift your foot position and turn your whole body.**

**15-1.8 Watch where you are going!**

**15-1.9 To lower the object, bend the knees. Don't stoop. To deposit the load on a bench or shelf, place it on the edge and push it into position. Make sure your hands and feet are clear when placing the load. Make it a habit to follow the above steps when lifting anything-even a relatively light object.**

## **TEAM LIFTING MUST BE COORDINATED**

- a. If the weight, shape, or size of an object makes the job too much for one person, ask for help.**
- b. Ideally, workers should be of approximately the same size for team lifting.**
- c. One individual needs to be responsible for control of the action to ensure proper coordination. If one worker lifts too soon, shifts the load, or lowers it improperly, either they or the person working with them may be injured.**
- d. Do not walk out of step.**

## **LIFTING HEAVY OBJECTS**

- a. Safe lifting of heavy items requires training and practice. For example, we've probably all seen a small person move heavy feed sacks with apparent ease.**

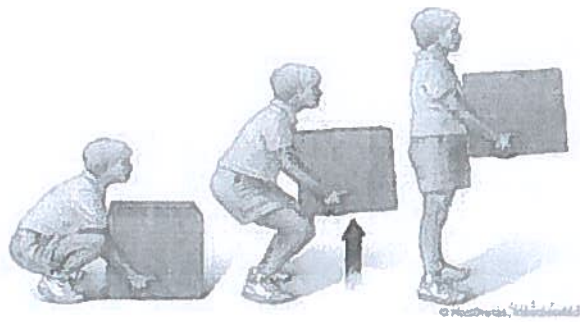
**b. The secret lies in taking the proper stance and grip.**

**c. When equipment is available, it should be used to lift and carry heavy objects.  
Loaders, forklifts, hoists, etc. are made for this purpose.**


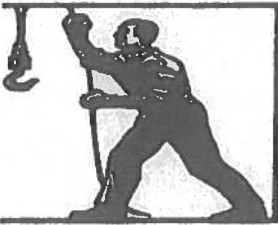

## **Do's" and "Don'ts" of Safe Lifting and Carrying**

<b>DO</b>	<b>DON'T</b>
<b>Tuck in the chin to keep the back as straight as possible while lifting.</b>	<b>Use your back muscles to do lifting.</b>
<b>Lift with the strong leg muscles.</b>	<b>Try to lift an item that is too heavy awkward</b>
<b>Ask for help with the heavy, awkward items.</b>	<b>Twist your body while carrying an object.</b>
<b>When possible, use mechanical equipment to move heavy items.</b>	<b>Attempt team lifting without proper coordination.</b>





# Safe Manual Lifting and Carrying Overview

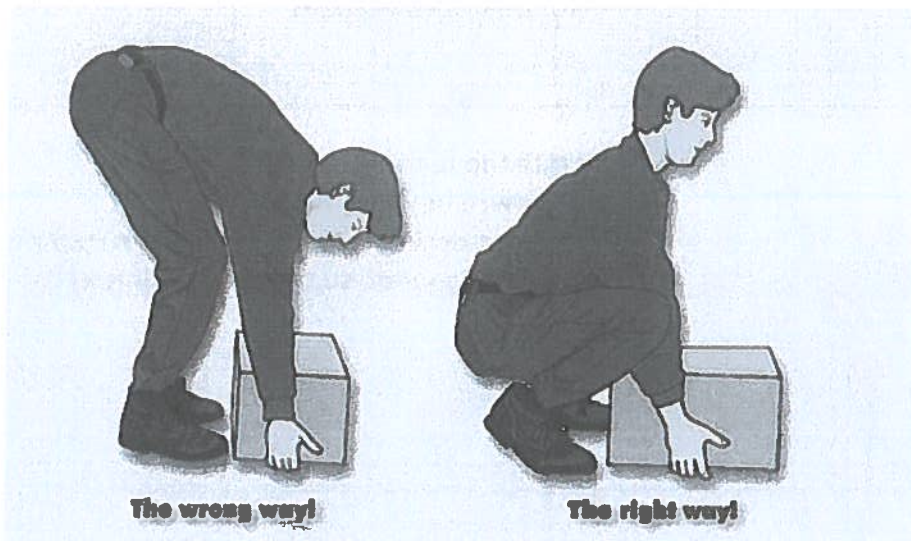
Steps	Techniques
<b>Planning</b> 	<p>Size up the load and check overall conditions</p> <p>Check route for clearances and obstacles</p> <p>Use a handcart or dolly, etc. when possible</p> <p>Break down large and heavy loads</p> <p>Know your limits</p> <p>Seek help if necessary</p> <p>Take extra care with awkward tasks</p>
<b>Lifting</b> 	<p>Remember to use the "3" L's of Back Safety</p> <p>Load</p> <p>Lungs</p> <p>Lever Legs</p> <p>keep your back straight</p>
<b>Carrying</b> 	<p>Hold the load close to your body</p> <p>Look where you are walking</p> <p>Take extra care carrying up and down stairs</p> <p>Don't twist your body, move your feet to turn</p>

## Lowering

**Bend your knees to lower the load**  
**Don't trap your fingers and toes**  
**Pull it down first, and then slide it into place**



**Don't over-reach or stretch**



**APENDIX "A"**  
**CITY OF LAS VEGAS**

**SAFETY MANUAL ACKNOWLEDGEMENT RECEIPT**

I hereby acknowledge receipt of the City of Las Vegas Safety Manual. It is my duty to review and have thorough knowledge of the Safety Rules and Regulations in the Manual. I understand that failure of any employee to comply with the policies of this Manual or of any supervisor to enforce the same will be considered as insubordination and just cause for an unsatisfactory performance rating, and/or disciplinary/corrective action. Repeated failure to comply may be considered as justification for dismissal pursuant to the City's Personnel Rules and Regulations.

**EMPLOYEE PRINT**

**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**NOTE:** This form is to be signed by the employee and will remain in the Safety Manual. The tear sheet form will be forwarded to the Human Resources Office for insertion to the employee's personnel file.

***Safety Is a Full- Time Job; Don't Make It a Part-Time Practice***

\*\*\*\*\*

**CITY OF LAS VEGAS**

**SAFETY MANUAL ACKNOWLEDGMENT RECEIPT**

I hereby acknowledge receipt of the City of Las Vegas Safety Manual. It is my duty to review and have thorough knowledge of the Safety Rules and Regulations in the Manual. I understand that failure of any employee to comply with the policies of this Manual or of any supervisor to enforce the same will be considered as insubordination and just cause for an unsatisfactory performance rating, and/or disciplinary/corrective action. Repeated failure to comply may be considered as justification for dismissal pursuant to the City's Personnel Rules and Regulations.

**EMPLOYEE PRINT**

**EMPLOYEE SIGNATURE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**NOTE:** This form is to be signed by the employee and will remain in the Safety Manual. The tear sheet form will be forwarded to the Human Resources Office for insertion to the employee's personnel file.

***Safety Is a Full- Time Job; Don't Make It a Part-Time Practice***





**City of Las Vegas**  
**Pre-Trip Heavy Equipment Inspection Report**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Department \_\_\_\_\_ Make: \_\_\_\_\_  
Model: \_\_\_\_\_ Hours \_\_\_\_\_ Serial #: \_\_\_\_\_

**Check Each Item: Ok When Inspected or X – Needs Work N/A - If not applicable**

**Note any discrepancies under Comments.**

**Notify Supervisor of discrepancies.**

**Do not use vehicle until discrepancy has been mitigated**

Item	Looking For	Comments
Axles	Damage	
Tires	Inflation/Deflation	
Wheels	Damage (Punctures, etc.)	
Lug Nuts	Damage	
Stem Caps	Damage	
Spindle Bearings	Leaks	
Brakes	Damage, Properly Working	
Steps and Handholds	Condition and Cleanliness	
Articulation Area	Trash, Dirt Buildup	
Tandem Housing	Trash, Dirt Buildup, Leaks	
Air Reservoir tank	Drain Water and Sediment	
Blade, Blade Linkage, End Bits	Damage, Wear, Loose or Missing Bolts	
Bucket Edge Retainers/Linkage	Damage	
Stick, boom, pivot	Working Properly	
Hydraulic Oil Tank	Fluid Level, Damage, Leaks	
Hydraulic Oil Filter	Dirt Buildup	
Cylinders	Damage, Leaks	
Lines, Hoses, Tubes and Fittings	Damage, Leaks	
Battery	Corrosion	
Battery Hold Down	Loose Bolts and Nuts	
Battery Compartment	Corrosion	
Exterior Lights Front/Rear	Damage, Cleanliness, Working	
Circle Drive	Leaks	
Transmission, transfer case	Leaks	
Covers and Guards	Damage, Secured	
Mirrors	Damage, Cleanliness	



	Frame	Damage	
	Doors	Damage, Working Properly	
	Windows	Damage, Cleanliness	
	Wipers, Wiper Motor, Reservoir	Wear, Damage, Fluid Level	
	Lens Covers	Damage, Cleanliness	
	Steering Wheel	Working Properly	
	Seat	Adjustment, Pedal Travel	
	Seat Belt	Damage, Wear, Adjustment	
	Horn	Working Properly	
	Interior Lights	Working Properly	
	Backup Alarm	Working Properly	
	Controls	Working Properly	
	Gauge Lenses/Cover	Damage, Cleanliness	
	Fire extinguisher	Charged, Damage	
	Interior Indicators	Working Properly	
	Air Filter	Dirty, Restrictive	
	Radiator	Debris, Damage, Leaks	
	Hoses	Cracks, Leaks, Wear	
	Belts	Cracks, Leaks, Wear, Tight or Loose	
	Differential and final drive oil	Proper Amount	
	Transmission Oil	Fluid Level	
	Engine Oil	Fluid Level	
	Coolant	Fluid Level	
	Swing drive pinion grease	Proper Amount	
	Heat and AC	Working Properly	
	Under Machine	Differential and Tandem Leaks	
	Roll Over Protection System	Damage, Cracks	
	Engine	Leaks	
	Transmission	Leaks	
	Fuel Tank	Fuel Level, Damage, Leaks, Presence of Water/Sediment	

I have checked the above items and found them as noted:

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Made Part of The City of Las Vegas Safety and Health Policy

City Manager Approval T. Lopez

Effective Date, 4-19-13

New Form 2-14-13

New Revised \_\_\_\_\_

## 1

**Sequence of job:** Identify principal steps and sequence of work activities.

**Potential Hazards:** Analyze each step to identify hazards that potentially impact the worker.

**Recommendations:** Determine specific controls for each hazard to include the action, and procedure along with any permits required, training and personal protective equipment (PPE) that employees need.

## Employee Acknowledgement

Employee Acknowledgement

I have received a copy of the Employee Hazard Analysis form related to my job description. I understand that I am to become familiar with this form as it outlines the potential hazards and the recommended action, procedures, training, permits and PPE. If I have questions, I understand that I should talk to my Supervisor, or the Director, or Safety Officer. Further I understand that:

- This EHA represents a brief summary of some of the more important potential hazards and that this form is not all inclusive;
- The City of Las Vegas retains the right to change any of the information on this form with or without advance notice and that I will be given a copy of changes;
- By signing this acknowledgement, I accept the Employee Hazard Analysis form as a condition of employment;

Employee (Print Name)

Date

Supervisor (Print Name)

Date

Made Part of The City of Las Vegas Safety and Health Policy

City Manager Approval

*TH*

Effective Date 4-18-13

New Form 9-15-11

New Revised 5-25-12



# CITY OF LAS VEGAS JOB HAZARD ANALYSIS FORM

Department: Las Vegas

Date:

Job Description:

Job Location:

# of Workers Needed:

Job Supervisor:

Required/Recommended PPE (Personal Protective Equipment):

## SEQUENCE OF JOB

(Use additional sheets if necessary)

POTENTIAL HAZARD(S)

RECOMMENDED ACTION, PROCEDURE, TRAINING  
PERMITS & EQUIPMENT

List each step of the job in order of occurrence and record enough information to describe each job action

1.

2.

3.

4.

## SAFETY/SUPERVISOR & EMPLOYEE SIGNATURES:

Sequence of job: Identify principal steps and sequence of work activities. Potential Hazards: Analyze each step to identify hazards. Recommendations: Determine specific controls for each hazard to include the action, and procedures at that potentially impact the worker. with any permits required, training and personal protective equipment (PPE) that employees need.

Made Part of The City of Las Vegas Safety and Health Policy

Effective Date 4-18-13

New Form 9-15-11

New Revised 5-25-12

City Manager Approval Thibault

### CITY OF LAS VEGAS JOB HAZARD ANALYSIS CHECKLIST

DESCRIPTION	YES	NO	ACTION TAKEN/COMMENTS
Are Workers Trained			
Adequate Lighting			
Electrical Hazards			
Tools in Good Order			
Excessive Noise			
Fire Protection Needed			
Trip Hazards			
Adequate Ventilation			
Air Quality Monitoring			
Are Machines Guarded or Lockout/Tagout Needed			
Lockout/Tagout Needed			
Appropriate Clothing			
Is the Work Repetitive			
Lifting, Pushing, or Pulling			
Any Environmental Hazards			
Engulfment/Drowning			
Exposed Lines			
Underground Utilities			
Overhead Utilities			
Animals			
Possible Explosion			
Can Worker Get Caught			
Can Worker Get Trapped			
Can Worker be Hit			
Can Worker Fall			
Can Worker Overexert			
Other -- Please list			

Ensure AREA IS SECURE AND SAFE and use the BUDDY SYSTEM when appropriate

Please list ALL tools, supplies, equipment, vehicles that will be needed for the Job



Department
Safety Liaison (Print Name)

[illegible]

City Manager Approval T. J. [Signature]

**New Revised** \_\_\_\_\_



## Fire Extinguisher Inventory Form

	Monthly Date of Inspection
	Safety Liaison (Print Name)

[illegible]

**Made Part of The City of Las Vegas Safety and Health Policy**

**City Manager Approval**

**Total Fire Extinguisher in Facility**

Effective Date 4-13-13

New F.m 7-4-12

**New Revised**





## Weekly Safety Meeting

DEPARTMENT: \_\_\_\_\_ DATE: \_\_\_\_\_

WEEKLY SAFETY TOPIC(S): \_\_\_\_\_

PRESENTER NAME / TITLE: \_\_\_\_\_ PRINT: \_\_\_\_\_

SUPERVISOR NAME / TITLE: \_\_\_\_\_ PRINT: \_\_\_\_\_

PRESENTATION NOTES: \_\_\_\_\_

### ATTENDEES:

Employee Signature _____	Print Name _____	Title / Position _____
Employee Signature _____	Print Name _____	Title / Position _____
Employee Signature _____	Print Name _____	Title / Position _____
Employee Signature _____	Print Name _____	Title / Position _____
Employee Signature _____	Print Name _____	Title / Position _____
Employee Signature _____	Print Name _____	Title / Position _____
Employee Signature _____	Print Name _____	Title / Position _____

Made Part Of The City Of Las Vegas Safety and Health Policy  
Effective Date 4-18-13 New Form 7-29-12 New Revised \_\_\_\_\_

City Manager Approval

*T. [Signature]*

[Type text]



Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
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Employee Signature	Print Name	Title / Position
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Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position
Employee Signature	Print Name	Title / Position

Made Part Of The City Of Las Vegas Safety and Health Policy  
 Effective Date 4-18-13 New Form 7-29-12 New Revised \_\_\_\_\_

City Manager Approval T. D. [Signature]

[Type text]





Time/Date: \_\_\_\_\_

Date \_\_\_\_\_

**Made Part Of The City of Las Vegas Safety and Health Policy**

City Manager Approval FLB

Effective Date: 4-18-13 New Form 3-14-12 New Revised \_\_\_\_\_





**City of Las Vegas**  
**Monthly Vehicle Inspection Report**

Date: \_\_\_\_\_ Year: \_\_\_\_\_ Department: \_\_\_\_\_ Make: \_\_\_\_\_  
Model: \_\_\_\_\_ Mileage: \_\_\_\_\_ License Plate #: \_\_\_\_\_

**Check Each Item: OK when inspected or X - Needs work or N/A**

Item	Remarks	Item	Remarks
Interior Lights		Temperature Gauge	
Dash Lights		Transmission	
Steering			
Emergency Flashers		All Seat Belts	
Headlights			
		All Seat Belts	
Pedal Pads			
Parking Lights		Fire Extinguisher	
Back Up Lights		First Aid Kit	
Brake Lights			
		Interior Clean	
Rear View Mirrors		Fluids	
Side View Mirrors		Driver F/Side Tire	
Windows		Passenger F/Side Tire	
Windshield Wipers		Driver R/Side Tire	
Heat & Defrost		Passenger R/Side Tire	
Air Conditioning			
Horn			
Suspension		Gas Cap on Tank	
Brakes		Housekeeping	
Antilock Working		Engine	
Emergency Brake		Exhaust	
Oil Pressure Gauge		License Plate	

**I have checked the above items and found them as noted:**

Driver's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Mechanic or Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Made Part of The City Of Las Vegas Safety and Health Policy  
effective Date 4-18-13

New Form 2-14-13

City Manager Approval

New Revised

*[Signature]*

TRENCH INSPECTION AND ENTRY AUTHORIZATION FORM									
LOCATION:							DATE:		
TIME OF INSPECTION(S)									
WEATHER CONDITIONS:							DEPARTMENT:		
COMPETENT PERSON					SUPERVISOR:				
DIMENSIONS:		DEPTH =				Yes No HAZARDOUS CONDITIONS			
		TOP =		W	L	<input type="checkbox"/> <input type="checkbox"/> ..... Saturated soil / standing or seeping water			
		BOTTOM =		W	L	<input type="checkbox"/> <input type="checkbox"/> ..... Cracked or fissured wall(s)			
SOIL TYPE:			TESTED:			<input type="checkbox"/> <input type="checkbox"/> ..... Bulging wall(s)			
<input type="checkbox"/> Solid rock (most stable)			<input type="checkbox"/> Yes			<input type="checkbox"/> <input type="checkbox"/> ..... Floor heaving			
<input type="checkbox"/> Average soil			<input type="checkbox"/> No			<input type="checkbox"/> <input type="checkbox"/> ..... Frozen soil			
<input type="checkbox"/> Fill material						<input type="checkbox"/> <input type="checkbox"/> ..... Super-imposed loads			
<input type="checkbox"/> Loose sand						<input type="checkbox"/> <input type="checkbox"/> ..... Vibration			
						<input type="checkbox"/> <input type="checkbox"/> ..... Depth greater than 10'			
PROTECTION METHODS:					PLACEMENT OF SPOILS & EQUIPMENT				
(Walls <b>MUST</b> be vertical—NO voids)					<input type="checkbox"/> <input type="checkbox"/> ..... Spoils at least 3 feet from edge of trench				
SHORING					<input type="checkbox"/> <input type="checkbox"/> ..... Equipment at least 3 feet from edge				
<input type="checkbox"/> Timber					<input type="checkbox"/> <input type="checkbox"/> ..... Backhoe at end of trench				
<input type="checkbox"/> Pneumatic					<input type="checkbox"/> <input type="checkbox"/> ..... Compressor, etc. at remote location				
<input type="checkbox"/> Hydraulic					LADDER LOCATION				
<input type="checkbox"/> Screw Jacks					<input type="checkbox"/> <input type="checkbox"/> ..... Located in protected area				
<input type="checkbox"/> Trench Shield					<input type="checkbox"/> <input type="checkbox"/> ..... Within 25 feet of safe travel				
UNEVEN, IRREGULAR WALLS					<input type="checkbox"/> <input type="checkbox"/> ..... Secured				
<input type="checkbox"/> Trench Box					<input type="checkbox"/> <input type="checkbox"/> ..... Extends 36 inches above the landing				
Sloping: 1:1 (45°) 1 ½:1 (34°)					<input type="checkbox"/> <input type="checkbox"/> ..... Leads to safe landing				
Yes No ENVIRONMENTAL CONDITIONS:					OTHER:				
<input type="checkbox"/> <input type="checkbox"/> Gas detector used?					<input type="checkbox"/> <input type="checkbox"/> Shoring equip. & mats inspected prior to use?				
<input type="checkbox"/> <input type="checkbox"/> Confined space permit issued?					<input type="checkbox"/> <input type="checkbox"/> Is trench SAFE to enter?				
COMMENTS:									
<b>N O T E</b> All unsafe conditions must be corrected prior to trench entry. If any hazardous conditions are observed, the trench must be immediately evacuated and no one allowed to re-enter until corrective action has been taken.  No Benching in Type C Soil, Pre-Dug Soil is Type C. Introduction of Water (Rain or Leak, etc) turns Type B into Type C.					Does the trench exceed five (5) feet, If yes see below: In accordance with the settlement agreement between NMED, OSHA and the City of Las Vegas, New Mexico, Section 3.c., the CLV will notify NMED and OSHA immediately when any trench exceeds five (5) feet.				

Made Part of The City of Las Vegas Safety and Health Policy

City Manager Approval

T. Bridge

Effective Date 4-18-13 New Form 3-21-12 New Revised \_\_\_\_\_



## CONFINED SPACE ENTRY PERMIT

THIS PERMIT MUST BE POSTED AT THE JOB SITE BEFORE AND DURING ENTRY. PERMIT IS GOOD ONLY FOR DATE INDICATED.

Location and Description of Space: \_\_\_\_\_

Purpose of Entry: \_\_\_\_\_

Permit Start Date & Time: \_\_\_\_\_ Permit End Date & Time: \_\_\_\_\_

Entry Supervisor: \_\_\_\_\_

Authorized Attendant(s): \_\_\_\_\_

Authorized Entrants (List by name)	Time In	Time Out	Time In	Time Out	Time In	Time Out	Time In	Time Out
1. _____								
2. _____								
3. _____								
4. _____								

### PERMIT SPACE HAZARDS

- ☐ Oxygen Enriched (>23.5%)
- ☐ Oxygen Deficient (<19.5%)
- ☐ Flammable Atmosphere
- ☐ Toxic Gases or Vapors
- ☐ Energized Equipment
- ☐ Electrical
- ☐ Entrapment
- ☐ Engulfment
- ☐ Hazardous Chemicals
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

### SPECIAL REQUIREMENTS

- ☐ Signs Posted
- ☐ Fire Extinguishers
- ☐ Lockout/Tagout
- ☐ Self-Contained Breathing Apparatus
- ☐ Spark Resistant Lighting
- ☐ Barricades
- ☐ Ventilation
- ☐ Respirators
- ☐ Tripod Retrieval Unit
- ☐ Hot Work \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_
- ☐ Other \_\_\_\_\_

☐ Personal Protective Equipment

- ☐ Protective Clothing
- ☐ Eye/Face Protection
- ☐ Head Protection

Test For	Permissible Levels	Pre-Entry Levels	Levels After Isolation & Ventilation	Periodic Check* Time/Result	Periodic Check* Time/Result	Periodic Check* Time/Result
Oxygen	19.5%-21.0%					
Carbon Monoxide	<35ppm					
Hydrogen Sulfide	<10ppm					
Lower Explosive Limit	<10%					
Other						

\*Periodic Checks must be performed throughout the job

Atmosphere Tested By: \_\_\_\_\_

Equipment Name	Type	Date Calibrated

**COMMUNICATION MEASURES**

- ☐ Visual
- ☐ Voice
- ☐ Pager
- ☐ Radio/Cell

Procedures: \_\_\_\_\_

**EMERGENCY PROCEDURES**

Fire Department should be notified prior to entering confined space. If an emergency situation should occur, DO NOT ATTEMPT TO ENTER SPACE. CALL 911 IMMEDIATELY FOR RESCUE SERVICES.

Additional Information: \_\_\_\_\_

**Authorization by Entry Supervisor**

I certify that all required conditions and/or actions have been performed and/or taken to provide safe entry and work in this confined space.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Made Part of The City of Las Vegas Safety and Health Policy

City Manager Approval T. [Signature]

Effective Date 4-18-13

New Form 9-15-11

New Revised 5-25-12





## CITY OF LAS VEGAS

700 N. GRAND AVE • LAS VEGAS, NEW MEXICO 87701-4731 • 800-434-1401 • FAX: 505-425-7335

**ALFONSO E. ORTIZ, JR.**  
Mayor

Date: \_\_\_\_\_ Time: \_\_\_\_\_

To: New Mexico Environment Department  
Occupational Safety and Health Administration  
Fax Number: 505-476-8734  
E-mail: [Robert.Genoway@nmtc.nm.us](mailto:Robert.Genoway@nmtc.nm.us) & [Hernan.Hernandez@state.nm.us](mailto:Hernan.Hernandez@state.nm.us)

In accordance with the settlement agreement between NMED OSHA and the City of Las Vegas, New Mexico, Section 3. c., we are notifying you of a trench/excavation operation that will be in excess of 5 feet deep.

The following individual is designated as the competent person for the operation:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

The following individuals will be working at the job site: Location: \_\_\_\_\_

Name	Title
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

The following method(s) will be used to provide cave in protection:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

XC: File  
Elmer J. Martinez, ([elmartinez@ci.las-vegas.nm.us](mailto:elmartinez@ci.las-vegas.nm.us)) City Manager  
Ken Garcia, ([kgarcia@ci.las-vegas.nm.us](mailto:kgarcia@ci.las-vegas.nm.us)) Utilities Director  
Dave Romero Jr., ([dromero@ci.las-vegas.nm.us](mailto:dromero@ci.las-vegas.nm.us)) City Attorney  
Cassandra Jerez, ([cjerez@ci.las-vegas.nm.us](mailto:cjerez@ci.las-vegas.nm.us)) City Clerk  
Gilbert Martinez, ([gil\\_martinez@ci.las-vegas.nm.us](mailto:gil_martinez@ci.las-vegas.nm.us)) Safety Officer

Made Part of The City of Las Vegas Safety and Health Policy City Manager Approval

Effective Date 2-13-15

New Form \_\_\_\_\_

New Revised \_\_\_\_\_





**CITY OF LAS VEGAS  
TRANSPORT TRAILER INSPECTION CHECKLIST**

	YES	NO
1. Check tires for proper tire pressure		
2. Make sure all wheel lug nuts are tight		
3. Check hitch to make certain it is secured and has the correct hitch ball		
4. Check all electrical wiring harnesses that they are secured, no corrosion, or damage to protective coverings		
5. Check the hitch to make sure that the safety pin is in place		
6. Thoroughly check all lights are working properly		
7. Make sure that the safety chains are in place and secured (chains should be crossed below the trailer tongue)		
8. Check the under carriage of the frame to insure that it is not twisted, severe rust, broken cross members and etc.		
9. Check that all cargo is securely fastened on the trailer		
10. Check that springs are not cracked, broken or damaged		
11. Check to be sure that the trailer jack is raised and locked in place		
12. Remove all debris from the trailer		
13. Check and adjust all mirrors before driving		
14. Check to make sure the trailer brakes are operational, if so equipped		
15. Report all defects, do not use until the repairs have been completed		

Vehicle Load Rating and Weight of Load Being Transported		YES	NO
G.V.W.R. -	Is documentation attached?		
Weight of Load -	Is documentation attached?		

		YES	NO
Where is load being transported to -			
Department -			
Employee(s) doing the transport -			
General Comments			
Drivers Signature		Date	
Supervisor Signature		Date	

Made Part of The City of Las Vegas Safety and Health Policy City Manager Approval T. Dege  
Effective Date 4-8-13 New Form 3/12/13 New Revised \_\_\_\_\_





